



Administrative Assistant I Job Description

TITLE:	Administrative Assistant I	
JOB CODE:	195	
FLSA:	Non-Exempt; Part-Time	
PREPARED:	November 2004	UPDATED: August 2018

Summary: Under general supervision, provides accounting work and general support for SEAGO finance office; reconciles financial transactions; administers purchasing functions; manages organizational records; prepares, posts and distributes notices of SEAGO meetings, agendas, meeting materials and minutes; and performs various other office duties.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prints reports from accounting system; determines correct general ledger code for accounting transactions; keys accounting information into accounting system to include payroll, accounts payable, accounts receivable, cash receipts and journal entries.
- Researches and reconciles accounting records as needed; maintains accounting files.
- Reconciles monthly credit card statements.
- Coordinates certain purchasing activities for the agency including supply and equipment orders and issuing purchase orders as needed.
- Prepares regular usage reports for postage and copier; coordinates with vendors for the repair and replacement of office equipment.
- Sorts and distributes incoming mail; processes outgoing mail.
- Prepares notices, agendas and related materials for meetings of SEAGO boards and committees; edits, corrects, assembles and distributes meeting packets; reserves meeting places; contacts board and committee members to confirm meeting quorums and meeting arrangements; drafts, finalizes and distributes minutes of meetings.
- Maintains mailing list for the Executive Board, Administrative Council, and related committees; maintains e-mail list for all elected officials and managers of the member agencies.
- Performs other duties as assigned.

Desirable Knowledge, Skills, Abilities and Experience:

- Skill in analyzing problems, projecting consequences of proposed actions, identifying alternative solutions, assessing outcomes, and making recommendations for improvement.
- Knowledge of SEAGO operations, policies and procedures.
- Knowledge of the Arizona Open Meeting Law and records management practices.
- Experience working with Abila MIP or similar accounting software.
- Spanish language skills are desirable but not required.

Job Description

195 Administrative Assistant I

Education, Experience, and Certifications:

An Associates Degree in public administration, business administration, accounting, communications or other related field; a minimum of two (2) years demonstrated administrative level experience in business, public or non-profit sector; or any combination of education, training and experience which provides the following **required knowledge, skills and abilities**:

- Knowledge of accounting practices and procedures.
- Proficiency in use of personal computers and computer software, including, word processing, spreadsheets, and e-mail applications, preferably Microsoft Office Word, Excel, and Outlook; standard accounting software, and conventional office equipment.
- Demonstrated experience handling multiple assignments, prioritizing work and meeting deadlines with attention to accuracy and detail;
- Demonstrated ability to learn, analyze and synthesize new information quickly and make decisions.
- Ability to maintain records and prepare reports related to the work.
- Knowledge of administrative methods, office practices and procedures.
- Skill in communicating effectively, both orally and in writing.
- Skill in composing, editing and correcting correspondence, reports and related documents.
- Strong interpersonal skills with ability to develop and sustain effective collaborative working relationships with a variety of persons of various socio-economic and ethnic compositions.
- Must be highly motivated and productive in a dynamic office environment.
- Ability to maintain confidentiality of personal information collected from clients and employees.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in a fast-paced office environment with frequent interruptions and irregularities.
- This position may occasionally require travel to various locations within the SEAGO region. The selected individual in this position must have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.
- Ability to lift up to 20 pounds.
- Ability to communicate by voice, use sight, and hearing.
- No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Operation of motorized vehicles may be required for travel.

Other Requirements:

- Must possess a valid State of Arizona driver's license.
- Access to reliable transportation and ability to demonstrate proof of vehicle insurance.

Job Description
195 Administrative Assistant I

Grant Funded:

This is a grant-funded position that has been created to perform the duties and meet the requirements of one or more grants. The position is paid through funds received by SEAGO for administration of the grant. If the funding is withdrawn or significantly reduced, the position may be eliminated and/or the employee will be subject to layoff procedures or a reduced work schedule.

The SouthEastern Arizona Governments Organization provides equal employment opportunities to all applicants without regard to race, color, religion, sex, national origin, age, disability, political affiliation, or veteran status, genetics or any other protected status in accordance with applicable federal laws.

Approvals:

_____	Title: Administrative Assistant I	_____
Name:		Date Signed
_____	Title: Executive Director	_____
Name: Randy Heiss		Date Signed



TITLE: Office Specialist I

JOB CODE: 295

FLSA: Non-Exempt; Part-Time

PREPARED: November 2004

UPDATED: August 2018

Summary: Under general supervision, maintains program administrative files; inputs and maintains provider units of service; maintains Resource Directories; responds to questions from providers; provides information and referral to public via phone, email, and correspondence; and prepares, and distributes meeting notices, agenda packets and meeting minutes.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Becomes knowledgeable in the DAARS web based database system to provide support to case managers and Program Director. Reviews, corrects and inputs client information in the DAARS system.
- Receives unit reports from providers, inputs information in DAARS; evaluates discrepancies and communicates with providers to reconcile any variances or discrepancies. Compiles information on Unit Report spreadsheet for invoice verification, case management dissemination, and monthly reporting requirements to the State.
- Processes and inputs invoices for payment to providers.
- Receives and responds to basic questions regarding AAA programs from clients and eligible residents; refers more complex questions to Program Director; provides a high level of customer service.
- Serves as Information and Referral specialist to assist callers with questions regarding services and resources available in the four county region. Refers callers to case managers or in house program staff.
- Organizes and maintains program files, reports and associated documentation; retrieves filed materials on request.
- Updates and maintains Resource Directory for local use and maintains State data base for local resources.
- Receives and sorts AAA mail; properly processes outgoing mail, packages and other special mailing items through the appropriate carrier.
- Maintains staff phone list and internal power point.
- Prepares regular usage reports for postage and copier; coordinates with Main Office for the repair and replacement of office equipment.
- Keeps inventory of AAA Office supplies; communicates office supply needs to Main Office for ordering.
- Provides staff support for the Advisory Council on Aging; prepares meeting agendas and packets; attends meetings and takes minutes.
- Provides support services to the AAA Program Director and Program Coordinators, including but not limited to composing correspondence and reports, data entry, basic computer, copier, and postage system troubleshooting, filing, sorting, travel arrangements and mailings.
- Performs other related duties as assigned.

Job Description

295 Office Specialist I

Desirable Knowledge and Skills and Abilities:

- Knowledge of SEAGO policies, operations and services.
- Knowledge of Arizona Department of Economic Security Policy and Procedures as they pertain to Area Agencies on Aging operations, services and programs.
- Knowledge of the services provided and the eligibility requirements for the AAA programs.
- Knowledge of the Arizona Department of Economic Security Case Management Manual and basic assessment criteria of eligibility for program services.
- Basic bookkeeping skills.
- Knowledge of the Arizona Open Meeting Law and records management practices.
- Ability to speak, read and write Spanish.

Education, Experience, and Certifications:

An Associates Degree in public administration, business administration, accounting, communications or other related field; a minimum of two (2) years demonstrated administrative level experience in business, public or non-profit sector; or any combination of education, training and experience which provides the following ***required knowledge, skills and abilities***:

- Knowledge of office practices and procedures.
- Knowledge of office machines and equipment.
- Skill in the use of personal computers and standard business software, including MS Word, Excel and Outlook.
- Skill in maintaining and updating computer databases, files and records.
- Skill in establishing and maintaining effective working relationships with co-workers, member agencies, providers and the general public.
- Skill in communicating effectively, both orally and in writing.
- Ability to learn, analyze and synthesize new information quickly, solve problems and make decisions.
- Ability to organize and maintain records, prepare reports, and compose correspondence related to the work.
- Ability to work in a team environment and enthusiasm about being a member of a team.
- Ability to maintain confidentiality of personal information collected from clients and employees.
- Skill in organizing and prioritizing work to meet established deadlines.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in a fast paced office environment with frequent interruptions and irregularities in the work schedule.
- Ability to lift up to 20 pounds.
- Ability to communicate by voice, use sight, and hearing.
- This position may require limited community work and travelling to and from various locations, therefore, the selected individual in this position should have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.

Job Description
295 Office Specialist I

- No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Operation of motorized vehicles may be required for travel.

Other Requirements:

- Must possess a valid State of Arizona driver's license.
- Must have access to reliable transportation and ability to demonstrate proof of vehicle insurance.
- Must pass a Central Registry Background Check and must possess or be able to obtain a valid fingerprint clearance card that meets Level One requirements as described in A.R.S. §41-1758.07.

Grant Funded:

This is a grant-funded position that has been created to perform the duties and meet the requirements of one or more grants. The position is paid through funds received by SEAGO for administration of the grant. If the funding is withdrawn or significantly reduced, the position may be eliminated and/or the employee will be subject to layoff procedures or a reduced work schedule.

The SouthEastern Arizona Governments Organization provides equal employment opportunities to all applicants without regard to race, color, religion, sex, national origin, age, disability, political affiliation, or veteran status, genetics or any other protected status in accordance with applicable federal laws.

Approvals:

_____	Title: Office Specialist I	_____
Name:		Date
_____	Title: Executive Director	_____
Name: Randy Heiss		Date