



**The Arc of Shelby County, Inc.
Position and Description**

Position Title:	Administrative Assistant
Reports To:	Office Manager
Location:	The Arc of Shelby County Office Site
Standard Hours:	As Arranged by Office Manager – 2 days per week or 3 days per week
Classification:	Non-Exempt, Hourly
Provides Supervision To:	None

SUMMARY OF PRIMARY JOB FUNCTIONS:

Under the direct supervision of the Office Manager, this position provides administrative and clerical support for The Arc of Shelby County. In addition, acts as a receptionist and performs a variety of complex and responsible duties requiring confidentiality and a thorough knowledge of the organization's policies and procedures. Performs filing tasks and database entry.

A. RESPONSIBILITIES – ESSENTIAL FUNCTIONS

1. Answers, screens and directs phone calls to the appropriate person or office. Answers general questions about the organization.
2. Ensures that faxed documents are distributed to appropriate staff.
3. Ensures that out-going mail is placed in mail box in a timely manner.
4. Ensures that scheduling calendars are kept available on meeting room doors.
5. Distributes in-coming mail and date stamps general office mail and payments.
6. Receives payments and complies with financial policy requirements for payments and donations.
7. Receives and appropriately stores and distributes in-coming supplies and orders.
8. Ensures that general office machines (copier, postage, other) have needed supplies.
9. Maintains copier and other general office machinery as needed.
10. Program and administrative filing as needed and assigned.
11. Maintain general agency database (Apricot) and program data as assigned by supervisor.
12. Participate in building safety activities.
13. Prepare program materials (handbooks, other) as requested.
14. Provide administrative support to Early Intervention Coordinator for:
 - Monthly calendars, EI Newsletter and other distributed materials
 - Early Intervention rosters
 - Other early intervention activities as needed.
15. Receive and appropriately distribute early intervention home visitor/therapists weekly notes and billing information.

B. ANCILLIARY FUNCTIONS

- 16. Assist with bulk mailing as assigned.
- 17. May be called upon to assist with special projects as necessary.
- 18. Perform other job related duties as assigned by supervisor for the purpose of ensuring the efficient and effective functioning of the agency.

C. WORK ENVIRONMENT

This job operates in a professional office environment with varying noise levels and interruptions. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinet, postage machine and fax machine.

D. PHYSICAL REQUIREMENTS

While some of the duties are sedentary, this position also requires filing in tall filing cabinets, lifting of files, opening, unpacking boxes (bending and standing) and storing materials. Fine motor dexterity required. Lifting of up to 10 pounds.

E. QUALIFICATIONS/EDUCATION

- 1. High School Education or GED
- 2. Knowledge of and competence with various computer functions/programs: Word, Excel, Database
- 3. Good oral communication skills, with pleasant telephone manner
- 4. Superior organizational skills
- 5. Excellent problem-solving skills

F. COMPETENCIES

- 1. Ability to work as team member.
- 2. Belief in inclusive environment in all settings
- 3. Ability to function in a flexible, ever-changing environment.

Employee Signature

Date