OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Early Head Start
Tribal TANF, Career Education
2574 Diaz Lane ▪ P.O. Box 847 ▪ Bishop, CA 93514 ▪ (760)873-5107

POSITION TITLE: **Administrative Assistant**
CLASSIFICATION: **Non-Exempt**
DEPARTMENT: **Facilities**
SUPERVISOR: **Site Manager**
PAY RATE: **NE4 $20.76 to $26.99**

Position Summary:
Under general direction of the Site Manager, or designee, the Administrative Assistant is responsible for assisting personnel in the administrative functions of the office. This position will provide general office support including clerical and telephone support for the site.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:
- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department, consistently ensuring professional telephone etiquette.
- Screens incoming calls and correspondence; exercises judgment and responds accordingly
- Greets and directs visitors, determines nature of business, and announces visitors to appropriate personnel, maintaining professional and courteous demeanor.
- Performs a wide variety of clerical assignments which may include confidential information.
- Operates personal computer to enter data, draft, edit, revise, and print letters, tables, newsletters, reports, and other materials.
- Resolves routine administrative problems and answers inquiries concerning activities and operations of organization.
- Performs a range of staff and/or operational support activities; may serve as a liaison with other departments on basic administrative and operational matters.
- Sorts, screens, and distributes incoming and outgoing mail; drafts or prepares responses to routine inquiries; prepares photocopies and facsimiles, and operates a variety of office equipment.
- Assists with scheduling facilities and rooms as appropriate.
- Maintains files, databases, and electronic files.
- Prepares and processes check requests, batches weekly.
- Establishes, maintains, processes, and updates files, records, certificates, and/or other documents.
- Arranges travel, and completes appropriate supporting documents. ,
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required and an Associate Degree or other relevant training and work experience significant enough to perform the duties of the position. Shall possess and maintain a valid California Class C

drivers' license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

Knowledge, Skills and Abilities:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines such as phones, copiers, printers, including in a Windows software , specifically Outlook, Word, Excel, Access, and presentation software (such as PowerPoint).
- Strong organizational skills.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to use judgment to plan and accomplish goals.
- Ability to maintain calendars and schedule appointments.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel may be required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVCDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.

Benefits: OVCDC offers an affordable, comprehensive, and competitive benefits package. Eligibility for benefits depends on the position. The following is a listing of the benefits package:

- Medical plan
- Dental and Vision Insurance
- Flexible Spending Account option
- Generous Vacation and Sick Leave
- Observation of federal and state holidays
- 401(k) with employer match
- Life insurance
- Wellness program
- Tuition Reimbursement Program
- Professional Development and other training opportunities