



Job Description

PCN	08-0410
JOB TITLE	ADMINISTRATIVE ASSISTANT
LOCATION	ANCHORAGE
RANGE	12/14
REPORTS TO	EXECUTIVE ASSISTANT AEA 08-0219
FLSA EXEMPT	No
REVIEWED BY (NAME AND DATE)	ASHTON COMPTON APRIL 2019
APPROVED BY (NAME AND DATE)	LINDA SENN APRIL 2019
EFFECTIVE DATE	APRIL 22, 2019

POSITION PURPOSE:

This position performs administrative support tasks across AEA, including a wide variety of administrative services requiring independence, judgment, and initiative in determining office needs.

ESSENTIAL FUNCTIONS:

- Performs administrative duties for agency staff (including typing, filing, scanning, running JET reports, scheduling appointments, routing documents for approval, and other daily activities).
- Drafts, formats and proofreads documents and correspondence. Edits documents for completeness, consistency, and clarity in order to finalize and disburse as needed.
- Assists in agency outreach efforts including special events, forums, workshops, and conferences. Organizes and maintains inventory of AEA's outreach materials, identifying when items need to be replenished; pulls items necessary for booth setup; coordinates volunteer schedules to represent AEA at events; ensures items are returned to inventory.
- Arranges and coordinates travel for employees. This may include reviewing the Travel Request (TR) form for accurate information; coordinating payment of conference registration with the Executive Assistant (if required); making reservations for air travel, ground transportation, and lodging; completing a travel approval form and obtaining approval signatures from the Manager/Supervisor, Director, Executive Director, and/or Juneau (if required); and reviewing the final reservations and documents for accuracy, and distributing them to the employee.
- Prepares for and records board, advisory and other committee meetings. This may include scheduling meeting time, date, location, catering and teleconference lines; preparation and distribution of meeting packets; record, transcribe, edit and finalize meeting minutes; and includes contact with agency and state employees and members of the public.

- Processes FOIA requests, including gathering paper and electronic documents, tracking costs, and drafting responses to requestors.
- Assists others in the operation of flat screen monitors, LCD projector, laptop computers, teleconference and audio recording equipment.
- Provides backup for the AEA Executive Assistant, as necessary.
- Provides backup for the receptionist on an as needed basis. This includes answering phones, screening calls, responding to questions or requests for information, logging in checks and bid requests, opening and distributing mail, entering AEA accounts payable invoices into the finance software program, and routing to specific finance staff.
- Other duties as assigned.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS

Requires basic skills in database software and email. Requires intermediate to advanced skills with word processing, spreadsheet software, and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of Microsoft programs that include Outlook, Word, Excel, PowerPoint, and Adobe Acrobat Pro. Knowledge of basic office equipment including: copiers, fax machines, phones, plotters, oversize-printers, postage machine, and color printers.
- Knowledge of administrative procedures and systems including managing files and records.
- Skills in identifying process efficiencies.
- Skills in effectively conveying information and procedures.
- Ability to type (min. 50 wpm), proofread, and multi-task, and prioritize assignments.
- Ability to communicate effectively verbally and in writing.
- Ability to organize, set priorities, and coordinate a variety of administrative functions.
- Ability to work independently in a busy office environment, analyze situations accurately, and take prompt, effective action.

DESIRED QUALIFICATIONS:

Must be a high school graduate or equivalent, and have a minimum of four years of office experience in an administrative role.

DISTINGUISHING CHARACTERISTICS: (FROM SIMILAR HIGHER OR LOWER POSITIONS IN THE SAME CLASS)

Range 12: Ability to function in assigned capacity with little supervision; makes routine decisions and able to complete assigned tasks.

Range 14: Ability to complete difficult assignments that require a higher level of knowledge and ability to handle more complex issues.