

PCN	08X215
JOB TITLE	ADMINISTRATIVE ASSISTANT
LOCATION	ANCHORAGE, AK
RANGE	14/16
REPORTS TO	EXECUTIVE ASSISTANT, 080219
FLSA EXEMPT	NO
REVIEWED BY: (NAME AND DATE)	CURTIS THAYER, DECEMBER 2024
APPROVED BY: (NAME AND DATE)	CURTIS THAYER, DECEMBER 2024
EFFECTIVE DATE	DECEMBER 26, 2024

Position Purpose:

Performs administrative support across AEA including a wide variety of administrative services requiring independence, judgment, and initiative in determining office needs. This position may be required to dedicate a majority of its time to a particular department but no one department is the singular concern of the position.

Essential Functions:

- Handles confidential and time sensitive materials, professionally.
- Contributes to the team by ensuring all duties are completed accurately, professionally, and timely. Anticipates the needs of others in order to ensure a productive work environment.
- Provides support to management, employees, and visitors by handling a variety of tasks in order to ensure that all interactions between the Authority and others are positive and productive.
- Assists in the preparation, generation, and distribution of reports, presentations, meeting minutes, correspondence, etc. Assistance may include drafting, formatting, and proofreading for completeness, consistency, and clarity.
- Creates and/or maintains an effective and efficient electronic and physical filing system.
- Handles a variety of office tasks, including, but not limited to, receiving, sorting and distributing mail; photocopying, scanning, and printing documents on behalf of others; screening calls and routing callers to the appropriate party; assisting others in the operation of office and meeting equipment; submitting and reconciling expense reports; coordinating with other administrative staff to maintain office supplies.
- Provides scheduling support by booking meetings and preventing conflicts; scheduling and preparing meeting rooms, greeting and assisting visitors; providing support operating the teleconference, videoconference, and other electronic equipment; scheduling and/or coordinating

catering; preparing meeting materials; recording and transcribing meeting minutes, proofreading and finalizing minutes. These tasks may include contact with members of state and local agencies and members of the public.

- Makes travel arrangements, such as booking flights, cars, and making hotel and other reservations.
- Other duties as assigned.

Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be *reasonably anticipated and are an expectation of the job*.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating Description

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position.(For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position.(For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Physical Requirements	Rating			
	N	P	O	F
Sitting		P		
Walking		P		
Standing		P		
Running	N			
Jumping	N			
Bending or twisting	N			
Squatting or kneeling	N			
Crawling	N			

Reaching above shoulder level		P		
Reaching below shoulder level		P		
Ascending or descending using a ladder or other conveyance	N			
Climbing stairs	N			
Driving cars, light duty trucks	N			
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			
Lifting/carrying up to 25 pounds		P		
Lifting/carrying 26-50 pounds	N			
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds	N			
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance – when driving	N			
Seeing objects peripherally – when driving	N			
Using depth perception – when driving	N			
Seeing close work (e.g., typed print)				F
Distinguishing colors	N			
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F

Communicating by writing/reading				F
Distinguishing odors by smell	N			
Distinguishing tastes	N			

Work Environment	Rating			
	N	P	O	F
Work in/exposure to inclement weather	N			
Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes	N			
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment	N			
Work around moving mechanical parts	N			
Work on and off moving equipment	N			
Work on slippery or uneven surfaces	N			
Work/travel in boat/small aircraft/helicopters	N			
Exposure to high noise levels	N			
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment	N			

Other Work Demands	Rating			
	N	P	O	F

Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

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. There will be limited remote work available.

Describe the Level of Authority and Independence the Incumbent of the Position Exercises.

N/A

Special Requirements of this Position, if not listed above:

- Proficient in the following software programs: Outlook, Word, Excel, PowerPoint, SharePoint, and Adobe Acrobat Pro. Knowledge of office equipment, teleconference and video conference equipment, copiers, fax machines, phones, plotters, oversize-printers, postage machine, and color printers.
- Ability to type (min. 50 wpm), format documents, and proofread accurately. Must have skills in customer service and phone etiquette. Ability to be responsive to requests from others.
- Ability to organize, set priorities, and coordinate a variety of administrative functions.
- Ability to communicate professionally and effectively both verbally and in writing.
- Ability to work independently in a busy office environment, analyze situations accurately, and take prompt, effective action.
- Ability to use discretion and use good judgment; solve problems and anticipate needs; multitask and actively contribute to the success of the team.
- Skilled at attending to details in all projects and assignments, understanding that accuracy is critical.

Desired Qualifications:

High school diploma, or equivalent, and a minimum of four years of Administrative Assistant experience required. Equivalent experience may be considered in lieu of Administrative Assistant experience. Associate's degree in a related field preferred.

Distinguishing Characteristics:

Range 16: At a range 16, all duties are performed with a high degree of independence and is distinguished by the responsibilities imposed, complexity, variety, scope of work, and decision-making authority.

Supervision:

N/A