

**OCCUPATIONAL DEVELOPMENT CENTER, INC.  
JOB DESCRIPTION**

**Job Title:** Administrative Assistant Approval: \_\_\_\_\_

**Salary Range:** Unclassified Date: \_\_\_\_\_

**Supervised By:** Program Compliance and Contract Director

**Supervises:** N/A

**Personnel Classification:** Support Staff

**GENERAL DESCRIPTION**

The Administrative Assistant provides complex administrative and clerical support. Provides assistance with basic research, responds to department inquiries including communication with external customers. Assists with the development and administration of various departmental programs and reports, as well as perform administrative and office support activities as assigned by the supervisor.

**KNOWLEDGE & EXPERIENCE**

High school diploma or equivalent with 3-5 years' experience or 1-3 years' experience with an associate degree. Advanced proficiency in using standard Microsoft 365 suite of tools (Teams, SharePoint, Outlook, Word, Excel, PowerPoint) and can quickly learn new software programs. Must have a thorough understanding of office practices and be well organized. Proven team player who enjoys working in a team environment and has an innate ability to collaborate and partner with others to ensure business goals are met in a timely manner

**SKILLS & ABILITIES**

Strong communication and interpersonal skills. Excellent organizational and time management abilities with attention to detail and a commitment to accuracy. Ability to prioritize work assignments with flexibility to quickly adapt to rapidly changing priorities and to a changing environment. Must demonstrate a high standard of professionalism and confidentiality in all tasks. A positive attitude, a willingness to learn, and a strong work ethic.

**OTHER QUALIFICATIONS**

Employment will be contingent on successful completion of a Department of Human Services Background Study. Employment will also be contingent on producing and maintaining a valid driver's license, with an insurable, unrestricted driver's record that meets the requirements of ODC's insurance providers.

**COMMENTS**

Actively support the Mission and Vision of ODC and adhere to the Standards of Behavior by; demonstrating sensitivity, respect, and an understanding of the needs of individual employees; embracing the cultural diversity of experiences and knowledge among the people we work with; serving as a positive role model; maintaining employee confidentiality; and complying with organizational policies and procedures.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Assists with operation of programs to assure all programs meet or exceed all licensing, quality assurance, fiscal, legal and contract requirements, including CARF, 245D compliance and file audits.
2. Assist with managing workflow by scanning, highlighted and prioritizing incoming correspondence, e-mail, verbal requests, etc. and engage in subsequent follow-up of action items.
3. Maintains effective partnering relationships with other personnel ensuring a high level of teamwork and sharing appropriate information.
4. Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
5. Coordinates meeting activities, prepares travel arrangements, expense accounts and processes invoices in a timely manner
6. As directed, gather, and prepare data in preparation for upcoming projects; identify future needs to complete projects.
7. Manage and maintain paper or electronic filing systems, recording information, updating paperwork, or maintaining documents
8. Perform other duties as assigned and as changing conditions require, and new opportunities arise.

I have reviewed these job requirements and verify that I can perform all essential functions of this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**Occupational Development Center, Inc.**  
**Analysis of Essential Job Functions and Demands of the Position**

Position: Administrative Assistant

Rev. 01/24

<b>Ratings used for this Analysis:</b>	Constantly	= Two-thirds time or more	Seldom	= Less than one-third time
	Frequently	= One-third to two-thirds time	Never	= Non-existent
	Occasionally	= Up to one-third time		

The following are averages based on all ODC divisions. If changes are needed to meet the specific needs of a division, please make changes to rating and/or comments and initial.

	<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>Comments</b>
<b>A. <u>PHYSICAL ACTIVITY</u></b>						
1. Standing			X			
2. Walking			X			
3. Sitting	X					
4. Lifting up to 10 lbs.			X			
5. Lifting up to 20 lbs.			X			
6. Lifting up to 30 lbs.				X		
7. Lifting up to 40 lbs.				X		
8. Lifting up to 50 lbs.				X		
9. Lifting over 50 lbs.				X		
10. Climbing				X		
11. Stooping				X		
12. Crouching				X		
13. Kneeling					X	
14. Crawling					X	
15. Turning/Twisting			X			
16. Bending at Waist			X			
17. Reaching			X			
18. Finger Dexterity	X					Computer and calculator operation
19. Eye-Hand Coordination	X					
20. Foot-Hand-Eye Coordination					X	
21. Driving						
Car				X		
Van					X	
Bus					X	
Box Truck					X	
Forklift					X	
22. _____						
23. _____						
24. _____						
25. _____						
<b>B. <u>USE OF SENSES</u></b>						
1. Speech						
Ordinary Conversation	X					
Telephone Conversation	X					
2. Hearing						
Ordinary Conversation	X					
Telephone Conversation	X					

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<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>Comments</b>
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**C. ENVIRONMENTAL CONDITIONS**

1. Work Area						
Inside	<b>X</b>					
Outside				<b>X</b>		
2. Works alone			<b>X</b>			
3. Works with others		<b>X</b>				
4. Works around others	<b>X</b>					
5. Verbal contact w/others	<b>X</b>					
6. High (85+) Temperature				<b>X</b>		
7. Low (50-) Temperature				<b>X</b>		
8. Noise						
Especially High Level (+85 d)				<b>X</b>		
9. Unavoidable Hazards						
Mechanical				<b>X</b>		
Electrical				<b>X</b>		
Moving Objects				<b>X</b>		
Heights				<b>X</b>		
Cramped Quarters				<b>X</b>		
Other (specify)_____						

**D. ATMOSPHERIC CONDITIONS**

1. Fumes				<b>X</b>		
2. Odors				<b>X</b>		
3. Dusts				<b>X</b>		
4. Smoke				<b>X</b>		
5. Gases				<b>X</b>		
6. Oil/Grease				<b>X</b>		
7. Other (specify)_____						

**E. OTHER CONSIDERATIONS**

- Is this position closely, moderately, or minimally supervised? Please explain: **Moderately supervised.**

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- Does this position have access to confidential information? Yes **X** No      If yes, please explain: **Person's Served records.**

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**E. OTHER CONSIDERATIONS continued**

3. Check any of the following factors that are important to successful performance in this position:

Math and Calculation	<u>  X  </u>	Writing:	
Problem Solving	<u>  X  </u>	Simple	<u>  X  </u>
Reasoning & Analyzing	<u>  X  </u>	Complex	<u>  X  </u>
Interpersonal Skills	<u>  X  </u>	Communication Skills	<u>  X  </u>
Reading & Proofreading		Dexterity (skill and ease in	
Simple	<u>  X  </u>	using hands, mental skill	
Complex	<u>  X  </u>	or quickness)	<u>  X  </u>
Other (specify)			
_____	_____		
_____	_____		

Describe the requirements of this position that make these factors important: **Refer to job description.**

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4. Are there particular working conditions associated with this position which should be noted such as working environment, hours of work, travel, work space, etc.? Yes   X   No   \_\_\_   If yes, please explain:

**Occasional travel required for meetings and/or training.**

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I have read and understood the Administrative Assistant Job Description along with the Essential Job Functions and Demands of the Position.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_