

# Nevada's Children & Family Development Center

**Main:** (702) 401-7765 **Office/Fax:** (702) 489-4348

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## **Administrative Assistant I**

**POSITION:** Administrative Assistant I  
per hour

**SALARY:** \$10.00 - \$13.00

**HOURS:** 20-40 hours a week  
days a week

**DAYS AVAILABLE:** 3-5

### **QUALIFICATIONS:**

Proficiency in computer office systems such as Microsoft Word, PowerPoint, Excel, or similar software; excellent writing, organization and communication skills. Ability to work independently as well as in a team environment. Have integrity, morals, and a professional demeanor.

### **SKILLS IN:**

Interpreting, applying and explaining applicable laws, codes and regulations; preparing clear and concise reports, correspondence and other written materials; understanding and following oral and written directions; contributing effectively to the accomplishment of team or, objectives and activities; establishing and maintaining effective working relationships with those contacted in the course of the work; speaking English effectively to communicate in person or over the telephone. Analyzing, interpreting and applying complex laws, codes, regulations and procedures; assessing cases appropriately and utilizing the most appropriate community and welfare resources to provide effective client services; organizing own work, setting priorities and meeting critical deadlines.

### **SPECIFIC DUTIES:**

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Arrange conferences, meetings, and schedule appointments
- Complete forms in accordance with company procedures.
- Compose, type, and distribute meeting notes, routine correspondence, and reports.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Mail newsletters, promotional material, and other information.
- Maintain scheduling and event calendars.
- Make copies of correspondence and other printed material.
- Distribute incoming mail and other material, and prepare answers to routine letters.

- Schedule and confirm appointments, conferences and meetings.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Conduct searches to find needed information, using such sources as the internet and phone calls.
- Coordinate conferences and meetings.
- Establish work procedures and schedules, and keep track of the daily work of clerical staff.
- Learn to operate new office technologies as they are developed and implemented.
- Manage projects, and contribute to committee and teamwork.
- Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- Order and dispense supplies.
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Due to the nature of the business you understand and agree that you are a mandated reporter
- Ability to learn laws, codes and regulations related to the work.

This agreement is a brief introduction to the job description of an Administrative Assistant I. Nevada's Children & Family Development Center reserves the right to modify the job description.