



Position Description

Administrative Assistant Field Office (Kasaan and Yakutat)

I. Summary:

The Administrative Assistant for Field Offices assists Field DCM staff with day-to-day administrative support. This position assists the field staff in tracking materials and entering supporting documentation collected from field staff. Collects, sends to Juneau office and/or inputs timesheets, Pcard receipts, travel receipts and other required documentation. Assists in purchasing and tracking of materials. Maintains office records and inventory of materials.

II. Authority:

The Administrative Assistant reports to the project lead on site.

III. Duties and Responsibilities:

- Provides support for daily DCM operations.
- Takes calls during business hours for DCM requests.
- Maintain accurate records and files.
- Receives and enters as necessary all DCM timesheets from field staff.
- Process monthly credit card reports daily for field DCM staff. Receive, review and code invoices prior to submitting through Nexonia and/or to the maintenance and finance departments.
- Receive, open, date stamp, and deliver mail and/or other materials.
- Type or produce reports or correspondence utilizing word processing, spreadsheet, and other business software.
- Monitor and maintain office supplies and materials.
- Maintain Field DCM Department inventory list, working with the Juneau office to document and tag appropriate inventory.
- Assist other maintenance staff with special projects.

IV. Required Knowledge, Abilities and Skills:

- Ability to work independently and perform clerical assignments with moderate direction.
- Ability to read, comprehend, explain, and apply written procedures.
- Working knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Working knowledge of filing and record keeping systems.
- Ability to recognize differences among data, facts, objects, or material.
- Ability to compare data from two or more sources for accuracy and completeness.
- Ability to operate office equipment

- Ability to greet visitors, answer the phone and answer or refer incoming inquiries from the public.
- Ability to provide quality customer service.
- Ability to perform complex data entry tasks.
- Working knowledge of MS Office Suite software and the use of computer systems.
- Ability to follow oral and written instructions.
- **Physical Requirements of the Position:** *The physical demands described are representative of those that must be met to successfully perform the essential functions of this job.* Mobility and ability to sit for long periods of time, keyboard, bend, reach and lift up to 40 lbs.

V. Minimum Qualifications:

- High school diploma or equivalent.
- 1 year of experience (paid or volunteer) performing duties related to office or clerical support.
- Valid Alaska drivers license

VI. Grade Level:

Grade 7
Non-exempt

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

(Updated 2018)