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| **Office Assistant l** | | |
| **Job Description**  (last updated: 1/2020) | | |
| **Department:** | Buildings & Grounds | |
| **Position Reports to:** | Director of Buildings and Grounds |  |
| **Pay Grade:** | 7 | |
| **Employment Type:** | Part-time | |
| **Exempt/Nonexempt:** | Non-exempt | |
| **Description:** | Under the direction of the Director, and/or Executive Assistant, provides general secretarial support for the Department. | |
| **Duties:** | Is the Receptionist for the department with courteous customer service skills.  Answers phones, greets public, assist with reservations and answers and/or directs questions to the proper person.  May assist in event planning or other department projects.  Provides basic office support and performs general secretarial work such as filing, typing letters and memos as directed.  May perform data entry, track information, create newsletters, pamphlets and/or flyers, etc.  Orders supplies and schedules maintenance for office equipment.  Acts as back-up to the Executive Assistant.  May be required to assist with exterior landscape maintenance (e.g. flower planting, shrub pruning) | |
|  | All other duties as assigned. | |
| **Qualifications:** | Must be a high school graduate. Must have basic secretarial experience either through formal schooling or a minimum of one-year office related experience.  **KNOWLEDGE, SKILLS AND ABILITIES**  Must be able to operate a computer and be able to type a minimum of 40 wpm. Must be detail-oriented and able to maintain filing systems and other data storage/retrieval systems. Must have courteous telephone skills and must work well with the public. Must be able to quickly take accurate messages. | |
| **Physical Demands:** | While performing the duties of this job, the employee is required to sit for extended periods of time. This job requires a significant amount of time at a computer screen and using a keyboard for data entry. May occasionally lift up to 25lbs. May be required to work outdoors. | |
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