

LEGISLATIVE COUNCIL POSITION DESCRIPTION

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

POSITION: Administrative Office Assistant

AGENCY: Legislative Corrections Ombudsman

SALARY SCHEDULE RANGE: E

STATUS: Full Time

GENERAL DESCRIPTION OF POSITION:

The employee in this position performs a diverse range of administrative support tasks to ensure the Legislative Corrections Ombudsman (LCO) office operates efficiently and effectively. This position supports the Executive Assistant. The Office Assistant will help with administrative work such as scanning, emailing, creating documents for staff; maintaining confidential records, files, and computerized databases, and may compose memos or other correspondence. Work is performed under limited supervision, reporting directly to the Ombudsman and supporting the Executive Assistant.

EXAMPLES OF WORK:

- Assists the Executive Assistant with clerical support.
- Performs a variety of clerical tasks to assist with office management, including typing and editing confidential reports and correspondence, photocopying, faxing, preparing informational brochures, and maintaining various statistical files.
- Assist with delivery and retrieval of daily mail.
- Assists with office organization including arranging for office supplies, as needed.
- Creates new documents for office.
- Provides receptionist support, by receiving incoming telephone calls and routing voicemails.
- Prepares incoming mail for processing and scanning.
- Coordinates communication with staff with respect to scheduling and other reminders.
- Assist in creating new analyst/intern training documents.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

- Demonstrated knowledge of modern office administrative procedures and systems related to record keeping, filing, use and operation of standard office equipment, including telephone, printers, photocopier, facsimile machine, etc.
- Excellent oral and interpersonal skills.
- Ability to follow complex oral and written instructions and work with minimum supervision.
- Ability to use correct spelling, language usage and sentence structure, grammar, and punctuation skills.
- Ability to comfortably use intermediate functions of Microsoft Word and database programs.
- Excellent written communication skills, with the ability to prepare a variety of written documents and materials.
- Ability to organize and coordinate assignments, manage workflow.
- Ability to manage matters of a sensitive and highly confidential nature.
- Ability to anticipate needs and be a flexible and effective team member.
- Ability to maintain highly favorable public relations with co-workers and external customers.
- Ability to work in a team environment and exhibit a high level of positive interpersonal skills.
- Ability to exhibit a high level of customer service skills.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- High school graduate or possession of a GED Certificate required.
- Intermediate-level experience in the use of personal computers, including proficiency in Microsoft Word, spreadsheets, and database use, preferred.
- Excellent oral and written communication skills.
- Organized with strong attention to details.
- Ability to accurately proofread documents.