



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Administrative Assistant
- DEPARTMENT:** Administrative & Office Staff
- LOCATION:** Offsite – Anadarko
- REPORTS TO:** Zero Suicide Director

**JOB SUMMARY:**

Administrative Assistant will be responsible for the completion of activities associated with Zero Suicide grant’s objectives and deliverables. Works with incoming clients and community partners; prepares forms and applications and assists clients in completing forms; provides administrative and clerical support and assists the respective programs in all activities and events.

**CORE DUTIES AND RESPONSIBILITIES:**

1. Greets all individuals entering the building for the purpose of responding to inquiries and/or directing individuals to appropriate location.
2. Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages. Maintains daily incoming call log.
3. Receives all incoming items (mail, faxes, applications, etc.). Distributes items to appropriate department for the purpose of ensuring receipt to addressee. Maintains daily incoming mail log.
4. Maintains reception area materials (applications, brochures, etc.) for the purpose of providing resource information to visitors.
5. Performs general secretarial and clerical functions (copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations for the Director.
6. Maintains appointment calendar for all staff.

7. Prepares and receives applications, collects supporting documents, and assist clients in completing applications for assistance. Advises what supporting documentation is needed for ensure application process is complete.
8. Assist with events such as community events and fairs.
9. Will attend and complete all required trainings as required by program and grant.
10. Performs other duties related to position as necessary or assigned.

### **EDUCATION AND EXPERIENCE:**

1. Associate's Degree in Business Administration, Management or another related field is preferred. A combination of education and work experience may be substituted. Each two (2) years of experience must be substituted for one year of completed study. The experience and training must be documented by previous work experience, and a copy of college transcripts is required to document education.
2. Have the ability to interpret and follow program guidelines relating to the Zero Suicide and related programs.
3. Be computer literate and able to operate software for letter processing and spreadsheets. Must have the ability to organize and maintain clear and concise records. Must be knowledgeable in Microsoft Word, Excel, and PowerPoint database.
4. Must have communication skills, both oral and written, to interact with clients, parents, personnel, as well as officials and other individuals regarding program matters.
5. Must be a self-starter and be able to work with a minimum amount of supervision.
6. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
7. Must have the ability to organize and maintain clear and concise records.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic

equipment, etc. Physical demand requirements are at levels of those for sedentary work.

**SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver’s License. Subject to a background check, covid-19 rapid test and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program. Indian Preference applies. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

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**EMPLOYEE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEPARTMENT SUPERVISOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHIEF OPERATIONS OFFICER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**HUMAN RESOURCES DEPARTMENT**

\_\_\_\_\_  
**DATE**

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*Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.*