



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Administrative Assistant

DEPARTMENT: Administrative & Office Staff (AOS)

LOCATION: Wichita Tribal Complex

SALARY: Minimum: TBD Midpoint: TBD Maximum: TBD

REPORTS TO: Office for Victims of Crime Tribal Victim Services Set-Aside & Tribal Justice Strategic Planning Program Director

JOB SUMMARY:

Administrative Assistants perform a variety of clerical and administrative duties that are necessary to run an organization efficiently. They use computer software to create spreadsheets; manage databases; and prepare presentations, reports and documents. Administrative Assistants also use videoconferencing, fax, and other office equipment. Specific job duties vary by experience, job title, and specialty.

CORE DUTIES:

1. Organizes, maintains, and reviews filing system regularly to ensure accuracy of files.
2. Screens office calls, visitors, and mail.
3. Submits purchase requisitions requests for payments and attaches all required supporting documentation.
4. Participates with special projects as assigned; assists in planning, coordinating, and implementing assigned programs and events; assists in monitoring assigned programs.
5. Maintains responsibility for daily mail in/out log, as well as delivering and mailing payments to vendors.
6. Purchases office supplies and office equipment for all department staff in accordance with the Tribes purchasing policies and budget and also tracks inventory and receipt of online orders.

7. Receives all incoming items (mail, faxes, applications, etc.) distributes items to appropriate department for the purpose of ensuring receipt to addressee.
8. Recommends improvements in work flow, procedure, and use of equipment and forms; implements improvements as approved; develops and revises office forms and report formats as required.
9. Keeps accurate records of purchases and tracks orders.
10. Keeps inventory of supplies and equipment and reports needs to direct supervisor.
11. Maintains appointment calendar for all department staff.
12. Assists staff in setting up meetings, workshops, classes, and trainings or other activities as needed for the department.
13. Performs all other duties as assigned.

SPECIFIC PROGRAM DUTIES:

1. Receives applications and collects supporting documents, advises clients of what supporting documentation is needed to ensure application process is complete.
2. Notifies applicants of approval or denial of application.
3. Assists with proper maintenance and records of client case files and programs grant files for each fiscal year.
4. Assists in the provisions of case management for clients: setting up appointments or home visits, making referrals, securing transportation, and transporting clients when required.
5. Maintains responsibility for all data entry into the program system.
6. Responsible for providing administrative and clerical support to department staff, inclusive of filing, photocopying, answering telephones, answering client questions, and preparing correspondence.
7. Greets all visitors, and directs to appropriate office as requested with a high level of confidentiality. Provides visitors with information of a routine nature if necessary or requested.
8. Makes travel arrangements, coordinates flight and hotel information with designated staff, and prepares proper documentation.
9. Performs all other duties as assigned.

EDUCATION AND EXPERIENCE:

1. **Preferred:** Possess an Associate's Degree in Psychology, Sociology, Criminal Justice or any closely related field from an accredited College or University with three (3) years of verifiable, successful work experience as an administrative assistant or in a position of equal level or responsibility.
2. **Minimum:** High School or General Education Diploma AND a minimum of 1-year experience in an increasingly responsible administrative/clerical capacity with a demonstrated experience serving in an entry level capacity and/or combination of education, training, and experience equal to 1-year can be substituted that must be documented.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledgeable in Microsoft Word, Excel, and PowerPoint database.
2. Knowledgeable and skilled in correct spelling, grammar and administrative office procedures.
3. Knowledgeable of all types of general office equipment, i.e. copiers, calculators, postage meters, and fax machines.
4. Skills to read, analyze, and interpret documents and write routine reports and correspondence.
5. Skills in communication, both oral and written, to interact with departmental staff, clients, officials, funding agencies, and other individuals regarding program and client matters.
6. Ability to organize and maintain clear and concise records.
7. Ability to be a self-starter and be able to work with a minimum amount of supervision.
8. Ability to maintain the highest level of confidentiality and professionalism at all times.
9. Ability to operate software for letter processing and spreadsheets.
10. Ability to read computer screens and printed documents.

WORK ENVIRONMENT:

Work is primarily indoors, but requires the position to be in an outdoor environment when traveling between campus buildings, and to other offsite departments. The Position may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among other personnel and/or employees.

PHYSICAL DEMANDS:

