WICHITA AND AFFILIATED TRIBES
POSITION DESCRIPTION

JOB TITLE: Administrative Assistant- Vocational Rehabilitation

DEPARTMENT: Administrative & Office Staff

LOCATION: Offsite

SALARY: Minimum: $13.00 Midpoint: $13.53 Maximum: $18.18

GRADE: AOS – 3

REPORTS TO: Vocational Rehabilitation 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 the filing system regularly to ensure the 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 in special projects as assigned; assists in planning, coordinating, and implementing assigned programs and events; assists in monitoring assigned programs.
5. Maintains responsibility for the daily mail in/out log, as well as delivering and mailing payments to vendors.

6. Purchases office supplies and office equipment for all 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.) and distributes items to the appropriate department for the purpose of ensuring receipt by the addressee.

8. Recommends improvements in workflow, 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 the 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. Increases may be earned based on performance and assignment of additional duties and responsibilities.

14. Increases may be earned based on additional duties and responsibilities beyond the original scope of the position and to remain competitive with compensation offered for comparable positions within the local market.

15. Performs all other duties as assigned by the Program Director or Administrator.

SPECIFIC PROGRAM DUTIES:

1. Commits to Outreach with Program Director to Schools if Counselor(s) do not have time

2. Travels with Counselor for IPE meetings from time to time (for possible future experience)

3. Advertises for Community/Clients (Ex., Facebook, Twitter, Instagram)

4. Takes in clients' IDs, CDIB's, etc., along with their application

5. Follows up with clients when asked to do so from Counselor

6. Attends and sets up table for Outreach events (Ex., when on travel or in local sets brochures, outs, contact cards, etc.)

7. Notifies applicants of approval or denial of application.

8. Takes down meeting minutes.

EDUCATION AND EXPERIENCE:

1. **Preferred**: Possess an Associate's Degree in Business Administration, Management, General Studies, 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 demonstrated experience serving in an entry-level capacity and/or a combination of education, training, and experience equal to 1-year can be substituted, and that must be documented.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledgeable in Microsoft Word, Excel, and PowerPoint.

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 incumbent 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:

Physical ability to work in an office setting and operate office equipment. See in the normal visual range with or without correction; must be able to read computer screens and printed documents. While

performing the duties of this job, the employee is regularly required to stand, sit, and use hands and fingers to operate office equipment. Light to moderate lifting is required.

SPECIAL REQUIREMENTS:

Possess a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding the program. The Wichita and Affiliated Tribes hiring preference policy applies.

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

_____	_____
EMPLOYEE	**DATE**
_____	_____
DEPARTMENT SUPERVISOR	**DATE**
_____	_____
TRIBAL ADMINISTRATOR	**DATE**
_____	_____
HUMAN RESOURCES DEPARTMENT	**DATE**

Job descriptions are used primarily to identify the core duties and responsibilities of a position and to determine 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.