

## 4.1.6 ADMINISTRATIVE SUPPORT POSITION

### Administrative Secretary (Part-Time Position)

#### DESCRIPTION OF ESSENTIAL DUTIES

Under general supervision of the Fiscal and Operations Officer, this position provides agency administrative support to assist the Executive Director and other ServeNebraska staff in the implementation of agency directives and program operations.

#### SPECIFIC JOB TASKS

1. Provide administrative support for the ServeNebraska Executive Director and staff.
2. Arrange meetings, conferences, and travel plans for ServeNebraska Commission, staff and programs to ensure the appropriate selection of time, location, agenda and attendance and/or to prepare transportation, lodging reservations and travel authorizations; assist with ServeNebraska event planning.
3. Distribute information by preparing correspondence, distributing mail and/or written material pertinent to the activities of the ServeNebraska staff or to provide requested answers and/or data to written or phone inquiries by visitors or staff.
4. Greet and screen visitors and phone calls to determine the nature and purpose of the call and to refer calls to ServeNebraska staff members or to handle the calls personally.
5. Categorize and file/retrieve correspondence, records, reports, and other items within files arranged in alphabetical, numerical, chronological, and/or subject matter in order to ensure uniform storage of and ready access of information.
6. Monitor and maintain adequate office, printer and copy machine supplies inventory for the agency; organize and maintain storage room inventory.
7. Provide primary support in coordination of ServeNebraska volunteer award/recognition programs.
8. Type narrative, numerical, and/or statistical information from rough draft and/or revised typed draft or documents to facilitate the processing or documenting of the work of the staff.
9. Plan, organize, and implement work action plans as directed to meet the goals and objectives of assigned activities and projects.
10. Examines data on vouchers, invoices, computer printouts, and other documents to ensure the information is accurate and complete and meets the established agency requirements.
11. Codes vouchers using agency established codes to facilitate the identification, processing, and/or filing of the documents.
12. Balances and/or reconciles ledgers, journals, worksheets, and accounts to verify that financial information is complete and accurate.
13. Lead role for ServeNebraska records management and contract tracking and processing.
14. Maintain and update ServeNebraska Operational Policies and Procedures Manual and Commissioner Handbook.

#### EDUCATION AND EXPERIENCE

- Post high school coursework in office management and MS Office is required. Bachelor's Degree preferred.
- Familiarity with local, state and/or federal government processes is preferred.
- Three or more years of professional work experience in general office, administrative or technical support work.

**SKILLS/ABILITIES**

- Excellent oral and written communication skills; Ability to self-direct and take initiative; has excellent organizational skills; detail-oriented; attention to quality control on documents produced.
- Demonstrated ability to work diplomatically and skillfully with a variety of stakeholders and in a political environment including state and local elected officials, national service members, volunteers and the public, state Commission Board members, program directors and administrators, and persons from diverse backgrounds and experiences; this position is the public point of contact for the Commission.
- Knowledge of formats used in business communications; English grammar, spelling, punctuation, and composition for the purposes of recognizing and correcting errors in correspondence and reports; office support functions and terminology; contractual compliance monitoring.
- Ability to establish and main work relationships and to exchange factual information; understand and apply oral and written instructions, administrative policies, and guidelines; locate and summarize information from files and documents.
- Knowledge of office management principles and procedures; office equipment; record keeping practices; business office experience preferred.
- Ability to prepare a variety of internal documents from information obtained from agency staff, office files, and other sources in WORD or EXCEL or POWERPOINT format; skill in typing sufficient to type at a rate of 60+ words per minute (net).
- Knowledge of clerical accounting/bookkeeping practices and procedures; the methods of filing and maintaining accounting records.
- Ability to compute and compile figures involving the use of addition, subtraction, multiplication, division, percentages, and fractions; operate a desk calculator; adapt and apply guidelines and methods to accounting transactions; extract data from established accounts for use in preparing accounting reports and statements.
- Some lifting of items 25 lbs and less.