

Finger Lakes Community Action

Job Description 2023

Job Title: Administrative Assistant

FLSA Status: Non-Exempt

Department: Housing Program Area

Reports To: HM Director

Summary:

Under the supervision of the HM Director, the Administrative Assistant is responsible for the day-to-day operations and coordination of the Housing Modifications Office.

Essential Duties and Responsibilities:

- Analyzes and organizes office operations and procedures such as purchasing, information management, filing systems, requisition of supplies, and other clerical services.
- Establishes uniform correspondence procedures and style practices.
- Reviews clerical and maintains clerical and client records to ensure confidentiality, completeness, accuracy, and timeliness.
- Maintains contact with customers and outside vendors.
- Answers office phone.
- Logs client waiting list and prequalifies for application process.
- Other duties as necessary.

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- High School diploma or GED; six months related experience and/or training preferred;

Language Ability:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

- **Reasoning Ability:**

This position requires the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- Must have a working knowledge of basic computer applications such as Microsoft Office.

Certificates and Licenses:

- Valid driver's license.

Supervisory Responsibilities:

- This job has no supervisory responsibilities.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The noise level in the work environment is usually quiet.

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.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.