

**IONIA COUNTY, MICHIGAN
POSITION DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT, PART-TIME

Department: Commission on Aging

Pay Grade: 5, \$15.78 - \$19.31

Reports To: Administrator (ICCOA Director)

Purpose of Position

Under the supervision of the ICCOA Director, the Administrative Assistant performs a variety of administrative tasks in support of ICCOA administration and departments including direct client assistance.

Essential Duties and Responsibilities

The following duties are normal for this position and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receive incoming client questions, concerns and requests for services; answers phones, greets visitors, provides information, assistance and referral; takes and relays messages.
- Supports core ICCOA services through client outreach, logs entries, receives payments and donations, receipting, RSVPs, new service requests and data entry into agency database.
- Refers client concerns to agency supervisors.
- Provides back-up to other department/division personnel; assists coworkers as needed.
- Schedules client appointments and provides hands-on assistance for Senior Center Services, and other ICCOA projects. Coordinates assigned Senior Center Services projects, working directly with clients and community partners.
- Codes and enters bills in accounting software, prepares deposits for Treasurer's office. Tracks incoming Accounts Receivable.
- Prepares and processes a variety of reports, notices, documents, statements, board minutes.
- Monitors supplies and initiates orders for replacements; procures vendor service and repair/service of office equipment, as necessary. Places work requests with IT and Maintenance.
- Performs various clerical duties and runs errands as needed.

- May coordinate work activities and training/orientation of staff or volunteers.
- Performs other related essential duties as required.
- Maintains files and filing systems; maintains computerized records.
- Opens, sorts, and distributes mail; processes out-going mail.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

High

school diploma or GED; supplemented by one to two years relevant work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Good computer skills are required.

A valid driver's license is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone system, fax machine, etc.; ability to coordinate hands and eyes in using automated office equipment; proficient computer skills including word processing, spreadsheets, database, data entry, Internet, and other software applications.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Ionia County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.