



**SUNRISE CHILDREN'S SERVICES
JOB POSTING**

Location: *Family Preservation
(Prestonsburg area)*

Date Posted: *07/16/2010*

Contact: *Elizabeth Wessels*

Post Until:*07/30/2010*

JOB TITLE: Administrative Assistant

DIVISION: All Divisions/Departments

REPORTS TO:, Program Director

GRADE: B (Nonexempt) **EEO: 5**

Effective Date: 03/24/2007

PRIMARY FUNCTION & PURPOSE: To provide administrative support to managers, supervisors and other staff.

KEY RESPONSIBILITIES & DUTIES: The responsibilities and duties for this position include, **but are not limited** to the following:

- Provide administrative support to staff for recurring and special projects.
- Performs tasks involving word processing of letters, memos and reports; takes dictation as required; edits documents as required.
- Manages incoming and outgoing mail for office as directed.
- Maintains office files. May be responsible for clinical records management.
- Completes travel arrangements for staff.
- Uses various computer software to produce reports and special presentation materials.
- Accepts telephone calls for staff when they are unavailable.
- Makes copies and sends faxes as directed.
- Other duties as assigned.

QUALIFICATIONS:

- **Interpersonal Skills:** Good oral and basic written communication ability and the ability to communicate effectively with the public and with co-workers.
- **Education:** High school degree or equivalent required.
- **Experience:** Two to five years related experience.
- **Skills:** Knowledge of basic procedures and/or operations/programs. Ability and judgment to apply policies and procedures requiring a moderate degree of previous training or experience.
- **Creativity:** Ability to generate imaginative work or ideas which affect moderately complex activities within his/her work group, programs or department; and the ability to conceptualize the implementation thereof.
- **Responsibility:** Moderate impact on quality and efficiency of services or operation of agency or revenues/expenses. Policies and procedures govern activities.

Decisions on all but the most basic problems/issues are subject to prior approval by supervisor.

- **Supervision:** None.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.