

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

OCTOBER 2, 2014

TITLE: ADMINISTRATIVE ASSISTANT I
REPORTS TO: CHIEF, EXECUTIVE ASSISTANT AND/OR MANAGER
JOB CLASS: NON-EXEMPT
LOCATION: STATEWIDE

PURPOSE:

Responsible for providing full performance administrative services in support of an administrative superior and technical staff with supervision. Assignments require evaluative thinking and are carried out in accordance with standard secretarial practices and general work instruction. Relieves supervisor of routine administrative and business details by performing a variety of duties.

JOB DUTIES:

- * Formats and types memorandums, correspondence, reports, financial/legal documents, contracts, charts and similar materials from written drafts, dictaphones or shorthand/speedwriting.
- * Reviews and routes incoming mail; locates and attaches appropriate file to correspondence to be answered by employer; maintains a follow-up filing system on correspondence; may forward copies of correspondence to managers for their information and response.
- * Answers telephone including 1-800#, gives routine information to callers, transfers calls to appropriate employee, places outgoing calls and schedule appointments for supervisor resulting from public contact. Greets visitors, ascertains nature of business and directs visitors to appropriate staff person.
- * Maintains filing system including follow-up files, optical disk scanning and electronic filing of all incoming and outgoing correspondence.
- * Maintains a variety of records, collects and compiles data into final form for review of supervisor.

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- * Pick up and deliver mail to and from the post office. Makes bank runs when needed for facility.

Logs all incoming faxes while manning the front desk at DSWA administrative office, maintains fax machine to ensure good working order.

Maintains daily calendar for supervisor/staff.

Assists in arranging details for staff, board, committee and other meetings, conferences, hearings and travel including schedules, reservations, location of function, seating of guests, and other scheduling responsibilities; completes expense forms; takes or arranges for the taking of notes/minutes of meetings, conference, etc.

Orders and distributes supplies and equipment, replenishes supplies throughout entire office.

Perform other duties as assigned.

This position will provide support to other areas within DSWA on an as needed basis to assure continuity of DSWA operations.

QUALIFICATIONS:

Possession of a high school diploma or equivalent, two (2) years of applicable administrative experience, typing speed of at least 50 words per minute, shorthand and/or speedwriting speed of 90 words per minute preferred but not required. Ability to effectively operate standard office machines (copiers, postage meters, transcribers, calculators, etc.) Experience with Microsoft Professional Office Suites. Must sign a statement of confidentiality

*Denotes essential job functions