



Job Description & Classification Specification Lewis Mason Thurston Area Agency on Aging

ADMINISTRATIVE SECRETARY (Operations)

FLSA Status: Overtime Eligible/Non-Exempt
2023 Salary Range: \$44,016 - \$58,536 Annually, DOE
Reports To: Deputy Executive Director
Supervisory Responsibilities: None

JOB OVERVIEW

Provides secretarial and administrative support to staff of the Area Agency on Aging. Provides reception back-up and interacts with members of the public and community professionals.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

- Performs various administrative duties, such as arranging meetings, itineraries and calendars; researching and formulating recommendations on procedures, products or services; running errands; and coordinating services or programs with outside firms and agencies.
- Assists with staff travel arrangements in coordination with the Executive Assistant.
- Receives incoming telephone calls and mail, screening, routing and referring to staff, other departments and agencies.
- Provides back-up to the Executive Assistant in support of Council of Governments and Advisory Council meetings.
- Provides support for the agency website and social media accounts, in coordination with the Executive Assistant and the Computer Systems Specialist.
- Composes and/or does layout of newsletters, brochures, advertisements, or other publicity projects, in support of agency staff and programs.
- Coordinates and oversees large mailing and printing projects.
- Composes correspondence to members of the public or other agencies and professionals, in support of agency staff and programs.

- Prepares reports and correspondence using Microsoft Office Suite
- Provides assistance to other staff regarding use of standard software.
- Maintains agency supply inventory.
- Organizes and files documents, correspondence or other records.
- Writes receipts for incoming payments and donations.

OTHER JOB FUNCTIONS

- Serves as backup to technical or support staff as needed.
- Participates in meetings and training as required or appropriate.
- Other duties as assigned.

DISTINGUISHING FEATURES

Works under general supervision, handling many details with initiative and frequently decides on appropriate action within established procedures.

APPLICANT PREREQUISITES

- Ability to use Microsoft Office Suite products and Windows operating system.
- Ability to work and communicate over the telephone in English.
- Interacts politely and professionally with staff, members of the public, and other professionals.
- Ability to move around the office and sit for long periods of time.
- Ability to work independently and make appropriate decisions regarding work methods.
- Ability to interpret and apply program information in making work decisions or in supplying information to others.
- Ability to manage multiple tasks in an environment with many distractions.
- Current Washington state driver's license and adequate motor vehicle insurance.
- Successfully pass a background check according to DSHS/ALTSA and agency policies

MINIMUM EDUCATION AND EXPERIENCE

- Applicants must have a high school diploma or GED.
- Bachelor's degree or some college courses preferred.
- Must have at least three years of experience in a high level administrative secretarial position; however, at the discretion of LMTAAA, other related experience may be substituted for applicants who have a Bachelor's degree or college credit.

WORKING CONDITIONS

- Work is generally performed indoors in an office environment, from 8:00 am to 12:00 pm and from 1:00 pm to 5:00 pm, Monday through Friday.
- May be required to pick up and deliver items, travel to meetings, and operate personal automobile.
- Travel is required within Lewis, Mason and Thurston counties and occasionally to other parts of the state.

- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

DISCLAIMER

The statements contained herein reflect general details as necessary to describe the essential functions and core competencies of this position, the level of knowledge and skill typically required and the scope of responsibility. This job description, while comprehensive, should not be considered an all-inclusive listing of work requirements or tasks. Individuals may perform other duties as assigned.

This Agency is an equal opportunity employer and is committed to working with its employees to reasonably accommodate them with the physical aspects of a position. Qualified applicants are considered for employment without regard to race, creed, religion, color, age, sex, national origin, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical handicap, or any other protected characteristic as outlined by federal, state, or local laws.