

WATCH RESOURCES, INC.

12801 Cabezut Road, Sonora, CA 95370
(209) 533-0510
www.watchresources.org

Position Title: Administrative Assistant

Classification: Non-Exempt, Full-Time

Reports to: Executive Director

Grade: 2

PURPOSE: To support agency or department operations by ensuring that administrative tasks are completed in an accurate and timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may also be assigned:

1. Act as the receptionist, receiving visitors and callers and providing necessary information or referring to proper person.
2. Maintain various files, listings and records, including those of a confidential nature, used in connection with agency business.
3. Prepare a variety of letters, agendas, reports, memoranda, forms, financial and statistical statements, and other items.
4. Prepare meeting agendas and record proceedings.
5. Prepare newsletter, calendars, and memos.
6. Assist with planning and coordinating meetings and special events.
7. Operates efficiently and insures proper maintenance and repair of all office equipment, to include but not limited to the computer, postage meter, phone, answering system, copy machine, fax machine.
8. Maintains inventory of office supplies.
9. Using an agency or personal vehicle to shop for supplies
10. Communicates with staff, Board members, consumer, their families, and outside agencies regarding schedules, meetings, and other WATCH matters.
11. Arrange rooms, materials and refreshments for meetings.
12. Receive, distribute, log and dispatch incoming and outgoing emails, US Postal mail, packages and faxes.
13. Prepare correspondence, surveys and questionnaires.
14. Attend staff meetings, educational trainings, and other job-related meetings as requested.
15. Perform such other duties and responsibilities as may be required for successful job performance.
16. Maintain reports, complete forms, and input data for financial and statistical statements and other items.

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QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be committed to the Mission of WATCH Resources, Inc. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act (ADA), 1991.

A. Education and/or Experience:

1. High School diploma or GED required.
2. Graduate of a Secretarial College preferred.

B. Working Knowledge of:

1. Ability to accurately and proficiently type a minimum of 45 words per minute.
2. Excellent computer skills using Microsoft Office; word processing, database, publishing and graphics.
3. Organizational and record keeping abilities, and experience in maintaining a filing and retrieval system.
4. Ability to use office equipment.
5. Effective interpersonal communication skills, ability to deal positively with the public and adults with intellectual disabilities.

C. Language Skills:

1. Ability to communicate verbally and in writing.
2. Excellent business English, including vocabulary, correct grammatical usage, punctuation, and spelling.
3. Excellent ability to proof read documents.

D. Reasoning Abilities:

1. Follows written and verbal directions.
2. Ability to communicate effectively, establish and maintain professional, cooperative relationships with participants and their agencies, Board members, fellow employees and general public.

E. Certificates, Licenses, Registrations:

1. Possession of a valid California Motor Vehicle Operators License and a clear driving record, determined by the California Department of Motor Vehicles
2. Health screening including a drug and alcohol screening and TB test performed by a Watch Resources, Inc. designated physician verifying ability to complete job duties and confirming the absence of contagious disease
3. Department of Justice and Federal Bureau of Investigation criminal record clearance.
4. American Red Cross First Aid and CPR Certificate.

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SUMMARY OF CUSTOMARY PHYSICAL DEMANDS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Constantly (over 66%) Sitting and Repetitive Hand Use.

Frequently (34-66%) standing, walking, bending over, reaching overhead, lifting/carrying up to 10 lbs

Occasionally (1%-33%) crawling, balancing, pushing/pulling, lifting/carrying up to 50 lbs., firm grasping required.

Hazards, Working Conditions, Equipment Used:

Working Conditions include: High Noise Levels, Walking on Uneven Ground

Possible Exposures include: Dust, Gas, Fumes.

Equipment Used:

- Driving Vehicles/Equipment
 - i. Must be able to drive to and attend events and meetings.
- Operating Equipment/Machinery
Computer, Fax Machine, Calculator, Printer/Copier, Telephone

Regarding Use of Senses: Hearing Impairment Acceptable, Color Vision Impairment Acceptable, Clear Vision at 20 Inches or Less Required, Clear Vision at 20 Feet or More Required

Work Environment: The work environment conditions described here are representative of those any employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

1. Medium to small size office area with central heating and air conditioning system. Accessible to people with disabilities. Noise level moderate to high, lighting provided by artificial means and windows.
2. Meeting rooms on site, size will vary from small to large area with central heating and air conditioning system, accessible to people with disabilities, noise level moderate, lighting provided by artificial means and or exterior windows; some rooms may not have exterior windows.
3. Out-of-doors, in and out of car, weather conditions dependent on the season, temperatures: low, 30° to high, 100° plus.

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I have read and understand and am able to perform the essential functions of the job of Administrative Assistant for Administration as outlined above. I have received a copy of this job description.

Employee

Date

Administrative Assistant Job Description Revised:

12/97; 1/99; 11/00; 6/03; 10/03; 2/02; 6/04; 3/06; 4/06; 3/10; 10/12; 08/14; 1/15, 1/17, 4/2021