

**ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION
Department of Education
Pokagon Band of Potawatomi Indians**

Job Summary

The Administrative Assistant performs secretarial duties and provides program support for the Director of Education and department as assigned.

Principal Duties

Support daily operations of Director of Education and other Education staff members through performance of general office tasks and receptionist duties.

Maintain the current filing systems.

Sorts and distributes in-coming mail within the department.

Prepares out-going mail via internal mail policy.

Facilitates departmental mass mailing.

Takes departmental meeting minutes.

Assists Director of Education in preparation of annual budget reports and annual grant reports

Coordinates departmental inventory and ordering supplies per written policy.

Responsible for the development and control of forms used by the Department of Education

Prepares accounts payable.

Operates computer to access e-mail, electronic calendars, and other support software.

Uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports.

Perform routine cataloging and coding of library materials, retrieve information from computer databases, organize and maintain library inventory, prepare late notices, and facilitate check-in/check-out of library resources.

Manages the Education 638 GSA vehicles.

Performs other related duties and responsibilities as assigned.

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Minimum Requirements

High School Diploma or GED.

Advanced computer skills, including word processing, desktop publishing, and spreadsheet applications.

Proficiency with current Microsoft Office software.

Knowledge of general office machines and telephone system.

Basic knowledge of library maintenance

Must have valid driver's license and be able to meet the minimum insurance requirements regarding driving record in order to utilize GSA vehicles.

Must submit to and pass alcohol/drug screening and criminal background check.

Preferred Requirements

Associates degree in Office Administration

Indian Preference

Pokagon Band Indian preference policies apply.

Reports to

The Administrative Assistant reports directly to the Director of Education.

Starting Wage Rate PB-3 \$10.32 (Non-Exempt)

Commensurate with education and experience.