

**Position Description: Administrative Assistant - KESA**

Service Type: Classified - Range L

Definition: Under the general direction and supervision of the chief or his designee, the administrative assistant - KESA performs required secretarial and accounting functions to relieve officials of office management functions.

Minimum Qualifications: High school diploma or GED; four years secretarial experience; type 50 words per minute, operate a 10-key calculator by touch; familiarity with computer terminals and Microsoft Office applications; experience in bookkeeping or basic accounting; and knowledge in the areas of purchasing and inventory. Must be able to work with minimum supervision and make independent judgments and decisions. This position requires an Alaska driver's license valid to perform all job functions.

Essential Functions:

1. Relieves chief/administrator of varied office and administrative detail and acts as confidential assistant.
2. Researches, compiles, and analyzes data for reports or projects.
3. Screens telephone and office callers by furnishing the information requested or referring the caller to the proper individual for handling when appropriate.
4. Arranges schedules, appointments and meetings for members of the administrative staff, maintains schedule of use for community room facilities.
5. Attends meetings of the service area board, records minutes, maintains records and transcribes minutes.
6. Maintains an internal accounting system including accounts receivable/payable, purchase orders, petty cash, payroll for full-time personnel, volunteer incentives, expense reimbursements, budgetary accounts and transfers, basic cost control and analysis.
7. Assists the chief/administrator in preparation of annual budgets, applications for funding, fiscal reports and statements to the borough finance department.
8. May schedule or call back personnel.
9. Assists in maintaining an effective purchasing and inventory control program including ordering, requisitioning and maintaining all items and supplies necessary for department operations. Verifies quantities received extensions and computations.
10. Responsible for the purchasing of all office related items and supplies including the design and reproduction of required forms.
11. Responsible for the maintenance of a variety of departmental files, records, mail lists, manuals and indexes.

12. Prepares administrative correspondence and reports in areas pertaining to budget, personnel, and general administration.

Other Functions:

1. Responsible for supervising assigned personnel.
2. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally and to use hands and fingers dexterously to operate office equipment; regularly required to sit; and occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally transport up to 30 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Examination: Related skills tests as required.