

Sweeney Youth Homes

P.O. Box 1353 Goleta, CA. 93116-1353 Phone: (805) 964-1079 FAX: (805) 681-3442

Administrative Assistant Job Description

Duties: Perform variety of administrative and clerical duties including some personnel management-related functions. Update and maintain employee files. Follow up with employees to obtain necessary documents and records. Place want ads and screen applicants for necessary qualifications. Research employee and payroll files to complete EDD surveys, CCL staffing rosters, medical insurance-related forms, applications, etc. Prepare and submit forms, rosters, etc. to variety of agencies in a timely manner. Investigate and resolve resident medical billing issues. Suggest and implement approved strategies to streamline operations and increase efficiency. Clerical duties include typing of reports, letters, etc., faxing, copying (on and off site) and filing. Answering phones, taking messages and forwarding them to appropriate person(s) in a timely manner. Prepare, submit for approval and mail/fax letters as directed. Perform other similar or related duties as required.

Reports to: Executive Director and/or Assistant Executive Director.

Qualifications: Minimum, high school diploma; prefer some college. P/C experience in IBM operating system, working in a Windows 95 (or newer) environment. Typing speed, 45 WPM. Word-processing experience using WordPerfect and/or Microsoft Word; preferably working with Microsoft Word 7.0 in Office 95 (or newer version). Use of Excel, Microsoft Publisher and Powerpoint helpful. Ten-key touch also helpful, but not necessary.

Strong organizational skills, team player, cooperative, trustworthy, discreet, self-starter and dependable. Must be able to work with a minimum of supervision and handle a multitude of tasks effectively, assigning priority and seeing each project through to completion. Must be able to work comfortably in a dynamic environment with rapidly shifting priorities. Good listening skills and a pleasant manner also necessary.

Applicant Signature

Date