

JOB DESCRIPTION

JOB TITLE: Administrative Assistant I,
Administrative Support
DIVISION: Operations
DEPARTMENT: Administrative Support
DIRECT SUPERVISOR: Senior Administrative
Assistant, Administrative Support

OFFICE LOCATION: CH/Durham/Wake

SERVICE AREA: CH/Durham/Wake
CLASSIFICATION: Non-exempt
HOURS PER WEEK: 40

JOB SUMMARY: Performs a wide variety of duties, some of a confidential nature, including phone coverage and general administrative functions.

DUTIES AND RESPONSIBILITIES:

- Treat information on CCSA clients, employees or Board members in a confidential manner
- Provide front-desk reception coverage for telephone & walk-in traffic
- Process and distribute incoming mail and faxes
- Pick up and deliver mail from the post office
- Pick up and deliver interoffice mail to CCSA Community Kitchen as needed
- Make interoffice deliveries
- Perform duties of Administrative II in case of absence
- Perform other tasks as assigned by agency leadership

SPECIAL SKILLS:

- Effective oral and written communication skills with internal and external clients
- Computer experience; knowledge of or demonstrated ability to learn FileMaker Pro
- Attention to detail with ability to accurately handle large volume of administrative work
- Ability to answer a multi-line telephone system
- Ability to operate typical office machines

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School and 2 years of college
- One year work experience

SPECIAL WORKING REQUIREMENTS:

- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
- No substantiation or criminal conviction of child abuse or neglect.
- May require need for flexible schedules, including occasional evening and weekend work.
- May work in shared space.
- Take mail to the post office
- Make interoffice deliveries
- May be asked to work in other CCSA offices, as needed

TYPICAL HIRING RANGE: \$20,800 - \$23,920

Please note that both ranges reflect salaries for a full-time employee and must be adjusted for hours fewer than 40.

Please submit resumes to hr@childcareservices.org

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