**TITLE: Administrative Assistant**

**EFFECTIVE DATE: January 24, 2019**

**REPORTS TO: Administrator**

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of the position is to perform secretarial duties, recordkeeping functions, administrative detail and follow-up functions to assist the Administrator in meeting the administrative needs of the facility in accordance with applicable federal, state, and local standards, guidelines and regulations governing the facility and as directed by the Administrator, to assure that the proper administrative procedures are maintained at all times.

**KEY STRENGTHS AND REQUIREMENTS**:

* Must be able to type a minimum of 60 words per minute.
* Must possess an above average working knowledge of computers, input/output data, etc.
* Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies and the general public.
* Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures of Administration.
* Must possess the ability to work without direct supervision.
* If appropriate, on-the-job training will be provided in admission procedures.

**EDUCATION:**

A minimum of two years college or technical education. (AA Degree in Business Administration preferred, but not required.)

**EXPERIENCE:**

Must have at least 3 years’ experience in an administrative assistant capacity.