

Centennial Mental Health Center, Inc.
Job Description

Job Title: Office Assistant 2
Reports to: Office Coordinator
Status: Non-Exempt

Job Class: Program Support
Grade: 2

POSITION SUMMARY

Performs general office and clerical duties required to support functions of the assigned location(s), under minimal supervision and guidance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides high level clerical support to the Office Coordinator.
2. Exercises independent judgment within agreed-upon limits to perform clerical duties.
3. Greets visitors, ascertains nature of business, and conducts visitors to appropriate person.
4. Schedules appointments for direct service providers.
5. Routes incoming mail to appropriate person.
6. Answers telephone and gives information to callers or routes calls to appropriate official.
7. Monitors clients providing urinalysis samples for drug testing and performs other drug testing procedures as needed
8. Transcribes reports on a personal computer or typewriter from either handwritten notes or machine recording.
9. Composes and types routine correspondence as assigned.
10. Maintains files and records systems in accordance with Center standards, files correspondence and other records.
11. Completes necessary intake paperwork for consumers.
12. Performs data entry as needed.
13. Copies correspondence or other printed matter.
14. Assists Office Coordinator with special projects and other higher level functions.
15. Performs other job duties as assigned.

JOB REQUIREMENTS

EDUCATION

High School Diploma or equivalent required; college level course work in business administration and secretarial functions preferred.

EXPERIENCE

Three years of progressively responsible clerical experience in an office setting.

ABILITIES, KNOWLEDGE, SKILLS

Strong working knowledge of general office procedures and secretarial skills. Demonstrated knowledge and proficiency operating personal computer and software programs, including email, word processing, database, spreadsheet and desktop publishing. Proficiency with office equipment including, but not limited to, multi-line phone systems, fax machines, and photocopy machines. Excellent telephone and verbal communication skills.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

PS02OAI-0707

Administrative Supervisor

Date