

Centennial Mental Health Center, Inc.

Job Description

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

Job Class: Program Support
Grade: 1

POSITION SUMMARY

Performs general office and clerical duties required to support functions of the assigned location(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Greets visitors, ascertains nature of business, and conducts visitors to appropriate person.
2. Schedules appointments for direct service providers.
3. Routes incoming mail to appropriate person.
4. Answers telephone and gives information to callers or routes calls to appropriate official.
5. Transcribes reports on a personal computer or typewriter from either handwritten notes or machine recording.
6. Composes and types routine correspondence as assigned.
7. Maintains files and records systems in accordance with Center standards, files correspondence and other records.
8. Completes necessary intake paperwork for consumers.
9. Performs data entry as needed.
10. Copies correspondence or other printed matter.
11. 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

One year of experience in office setting preferred; education and strong background in customer service related field may be substituted for this.

ABILITIES, KNOWLEDGE, SKILLS

Knowledge of general office procedures and secretarial skills. Computer literacy to include basic skills in e-mail communication and word processing. Proficiency with office equipment including, but not limited to, multi-line phone systems, fax machines, and photocopy machines. Excellent telephone and verbal communication skills required.

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

Employee Signature

Date

Administrative Supervisor

Date