

OHIO CSEA DIRECTORS' ASSOCIATION

An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: Administrative Assistant

Reports to: Executive Director

Pay range: \$16.00-\$18.00/hour
Based on experience

FLSA Status: Non-Exempt

Status: Full-time (32 hours/week) with benefits

Updated: November 2018

DISTINGUISHING JOB CHARACTERISTICS

Primarily responsible for the complex activities related to Conference and Training events of the Association. Performs the daily accounting functions of the Association and manages the ongoing functions of our statewide contracts, including reports and invoicing. Assists the OCDA Program Manager with meeting and event preparation. Provides scheduling assistance for OCDA staff and committees. Provides direct assistance and support to the OCDA Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with the requirements of that Act.

1. Assists with preparation for meetings, events, and conferences, and trainings.

Responsibilities include but are not limited to: enters registrations for participants; creates sign-in sheets and session evaluations; tracks payment for attendance; sends speaker letters and documents; prepares packets; copies information for conference & training sessions; compiles data on session evaluations and provides to speakers and committees; assists with registration table at conferences and trainings; prepares invoices to counties; assists as necessary &

requested by Executive Director and Program Manager for other components of OCDA training and conference programs.

2. Performs responsibilities related to OCDA accounting functions in QuickBooks.

Responsibilities include: Pays checks received against invoices in QuickBooks; prepares deposit in QuickBooks; updates spreadsheets with payment information; creates invoices as needed; prepares bills for payment; monitors equipment and service contracts for proper billings and cost savings; maintains office and equipment inventory.

3. Assists with OCDA statewide contracts.

Responsibilities include: Dissemination and collection of participation agreements and user documents; processing of user reports and invoices to counties; working with the OCDA Executive Director on any identified issues with regard to the contracts; regular and consistent communication with vendors and with county participants.

4. Maintains databases, distribution lists, and reports for OCDA for continuing education for attorneys and hearing officers.

Responsibilities include: Maintaining member and hearing officer databases, preparation of interim Hearing Officer reports and final Certificates. Reporting of Continuing Legal Education (CLE) credit into database and submitting CLE reports to the Supreme Court of Ohio.

Maintains OCDA internal distribution lists for members, committees, and other groups. Assists with updating the OCDA Member Directory.

5. Preparation of Bi-Weekly Update and Communication to Members.

Responsibilities include but are not limited to: Gathering and reporting information to members in the bi-weekly update; providing other pertinent information to members as needed.

6. Performs clerical duties under general direction of OCDA Executive Director.

Responsibilities include but are not limited to: Operates computer to produce a variety of complex, detailed, technical and/or confidential material; schedules committee meetings and prepares paperwork associated with those meetings; takes, prepares and disseminates minutes for the Public Education and Conference committee meetings; assists with committees and surveys; schedules New Director meetings and county visits; completes forms; arranges other meetings, schedules legislative and other appointments at the request of the OCDA Executive Director; maintains corresponding appointment calendars

and association calendar; performs all general copying; conducts follow-up activities as needed.

7. Performs basic functions for daily office activities.

Responsibilities include but are not limited to: Maintaining equipment and supplies; Opens and disseminates incoming mail; prepares outgoing mail; receives and screens incoming telephone calls for OCDA Staff; prepares invoices; sends e-mail birthday and anniversary cards to membership.

8. Demonstrates regular and predictable attendance, specifically for conferences, trainings, general membership meetings and committee meetings responsible for minute taking.
9. Performs other related duties as required or assigned by the OCDA Executive Director.

EQUIPMENT OPERATED

Computer; printers; copier; fax machine; telephone; other standard office equipment; audio/video projector. Personal automobile when needed to attend meetings, trainings, and conferences.

CONTACT WITH OTHERS

County CSEA and JFS leadership and staff; State ODJFS/OCS leadership and staff; OCSE leadership and staff; Sister Associations; Vendors; Other partners and stakeholders.

USUAL PHYSICAL DEMANDS

The following physical demands are typical, but are not, and should not be construed to be job qualification standards. These are illustrative to help the employer, employee, and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time while reading and preparing documents and performing other related duties. Employee frequently talks and hears over the telephone and in person. Vision demands are normal, and can include close, detailed vision when operating the computer, with the ability to adjust focus for close work. Employee may stand for extended periods while copying conference materials, and will lift boxes and equipment, as needed. Employee may sit for extended periods of time while operating or traveling in a vehicle to and from meetings and trainings. Employee must walk daily from our adjacent outdoor parking lot to

the building, as well as park and walk to locations throughout the state as needed for meetings. This will result in periodic exposure to extreme weather conditions including rain, snow and ice.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Computer operations (Microsoft Office Suite, word processing); QuickBooks; office practices and procedures.

Math and reading comprehension.

Ohio Child Support Program practices and processes; government structure and processes; OCDA policies and procedures (can be developed after employment).

Ability to: Interpret a variety of instructions in written, oral, pictorial or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; complete routine forms; prepare routine correspondence; prepare accurate documentation; proofread technical materials, recognize errors and make corrections; respond to routine inquiries from members, public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate and classify information; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships.

Skill in: Typing; data entry; oral and written communication; organization; problem solving and multi-tasking.

QUALIFICATIONS

Associate Degree or equivalent from two-year college or technical school in office administration; or two years' related experience and/or training, or equivalent combination of education and experience. Excellent communication skills in both written and verbal form. Ability to work independently.

LICENSURE OR CERTIFICATION REQUIREMENTS

Maintains valid Ohio Driver's License.

<p>This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the OCDA Executive Director.</p>
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