

ADMINISTRATIVE ASSISTANT: Performs routine work operating a telephone switchboard and performs general clerical and receptionist duties. Work involves placing, answering and transferring phone calls; welcoming and registering visitors to the CRS and may provide general information for programs of the CRS; opening and locking front entrances to CRS; pick up mail in drop box each morning; date stamps and log in supplies, hand delivered mail from UPS, FedEx and proposals, RFP's and RFA's; keep phone lists updated; prepares and update kitchen duty/recycling list and notifies employees responsible; prepares door notifications for CRS closings and assist in preparation of Board Packets and Board Travel Vouchers as needed.

Must have high school diploma; skilled in Microsoft office products (Word, Excel, Outlook); experience in use of switchboards; be familiar with copiers, fax and postage machines; must be able to pass standard typing test and type at least 30 WPM. Must be neat, courteous, dependable; have valid driver's license and reliable transportation ; able to carry out daily duties and ability to lift up to 25 lbs.

Salary range: \$ 9.00 - \$12.00 **DOQ**