

PART TIME ADMINISTRATIVE ASSISTANT

Job Description July 2019

General

This position is under the direction of the Culpeper Soil and Water Conservation District Board of Directors with day to day supervision by the District Manager. The employee's responsibility is to administer the policies of the District Board and provide day to day administrative assistance to the Administrative Secretary, District Manager and staff. This position assists with a full range of office, administrative, secretarial, clerical and programmatic support functions of a general or specialized nature. This position is non-exempt from the Fair Labor Standards Act.

Duties

Provide assistance to the District Manager and Administrative Secretary for core district operations.

Provide assistance with grant reporting and database management.

Provide District Manager essential support in absence of Administrative secretary.

Assist with providing support for district staff program responsibilities.

Provide assistance with general office duties.

Qualifications

Must have a high degree of attention to detail.

Must have demonstrated experience in computer operations systems, word processing and spreadsheet programs, accounting and general clerical work.

Must be proficient with Microsoft Word and Excel.

Must have a demonstrated basic knowledge of rules of vocabulary, grammar, spelling and punctuation.

Must be proficient in basic techniques of record keeping and file organization.

Must be capable of assembling data from web based applications into spreadsheet format.

Must have demonstrated proficiency with Quick Books; minimum one year experience.

Must be able to pass any background checks deemed appropriate.