

ADMINISTRATIVE ASSISTANT/DATA ENTRY I

Reports to: First Steps SPOE Director

FLSA: Non - Exempt

Salary Range: \$9.00-\$13.00 hourly (approximately \$18,720 -\$27,040 annually)

DEFINITION

The Entry Level Administrative Assistant/Data Entry position is in the First Steps Early Intervention Program which provides services to children ages birth to 3 years old with developmental disabilities and their families. This position is responsible for coordination and support activities to ensure efficient, effective, and timely completion of Department of Elementary and Secondary of Education required processes. The employee will assist the SPOE Director with administrative duties as assigned in the First Steps office. **This description may not include all the duties, knowledge, skills, or abilities associated with this position.**

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Assist Service Coordinators/SPOE Director as needed so that they can complete their job duties. This includes but is not limited to; assisting them with faxing, routing documentation, training on fax/copy machine usage, data entry activities, obtaining Physician's orders, medical records
- Greet and assist visitors in reception areas, ensuring all visitors sign in and out as required.
- Answer phones and distribute phone messages to appropriate employee.
- Return phone calls and emails within 24 business hours.
- Ensure the First Steps office space maintains a neat and clean appearance.
- Ensure building maintenance and office equipment are in proper working condition.
- Assemble and maintain electronic and paper records as required by DESE
- Maintain First Steps Child Find materials and assist with Child Find Activities as coordinated with SPOE Director
- Maintain First Steps packets and resource materials
- Obtain needed supplies for First Steps as approved.
- Assist SPOE Director with ongoing or new projects as needed.
- Serve as Mentor for part-time First Steps Administrative Assistants
- Attend staff meetings concerning new or revised policies and procedures and implement new information accordingly
- Perform other related work as assigned by the SPOE Director
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties

KNOWLEDGE, SKILLS AND ABILITIES

- Requires excellent oral and written communication, organizational skills and interpersonal skills
- Requires occasional lifting of 10-35 pounds, bending, extensive sitting for up to 2 hours a time, standing, and stooping
- Ability to identify potential abuse and neglect situation and follow protocol according to all applicable regulatory requirements
- Must be able to enter information into the WebSPOE data system timely and accurately
- Ability to quickly assess and evaluate crisis situations and problem solve with other parties involved to resolve conflict in a healthy positive manner
- Work in a professional manner within the Board structure and with outside agencies, organizations, contracted providers, schools, foster care systems, or other interested parties
- Present a positive image of the Board to the public
- Be punctual
- Ability to establish effective working relationships with co-workers and the public
- Works cooperatively with coworkers
- Maintain a positive attitude
- Maintain an ethical approach to all circumstances
- Demonstrates professional work ethic
- Must be able to work independently, but communicate with staff and SPOE Director as needed to keep them apprised of concerns or developments that may impact the ability to conduct business
- Professional/business casual dress is required in the office.
- Must be able to pass a background screening
- Must have a valid Missouri driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.
- Must be able to drive locally for work-related assignments

EXPERIENCE AND EDUCATION

- Requires a high school diploma or GED equivalent; some college preferred.
- Requires excellent oral and written communication, organizational skills, and interpersonal skills
- Extensive knowledge of operations of office equipment and computer software, including but not limited to Microsoft programs

Revised 5-6-2014; 04-09-2016; 03-31-17; 03-28-18; 5-3-19