



JOB TITLE: ADMINISTRATIVE ASSISTANT I / RECORDS / DATA ENTRY
FLSA STATUS: Non-Exempt
SALARY RANGE: \$11.15 - \$14.00 hourly
STATUS: Full-time
REPORTS TO: First Steps SPOE Director

PRIMARY PURPOSE OF JOB

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 of the duties, knowledge, skills, or abilities associated with this position.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS

General Duties and Responsibilities

- 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
- 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 for work-related assignments
- Must have either a reliable broadband internet service provider or hard-wired (no cell/satellite) high speed internet with internet speed at *no less than 5 mbps* in order to work remotely from home with provided laptop and office equipment
- Perform other related work as assigned

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

CORE COMPETENCIES

- Adaptability – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Continuous Improvement – Originating action to improve existing conditions and processes; identifying improvements opportunities, generating ideas, and implementing solutions.
- Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals.
- Decision Making – Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- Engagement Readiness – Demonstrating a willingness to commit to one's work and to invest one's time, talent and best efforts in accomplishing organizational goals.
- Planning and Organizing – Establishing courses of action for self and others to ensure that work is completed effectively.
- Quality Orientation – Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Technical/Professional Knowledge and Skills – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related area; keeping up with current developments and trends in area of expertise.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- 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

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports and focus on computer for an extended period.				X
Hearing: Must be able to hear well enough to communicate with coworkers and general public.				X
Sitting: Must be able to sit for long periods of time.				X
Standing/Walking: Must be able to move about the work area.	X			
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor and filing in a bottom drawer file cabinet.	X			
Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.	X			
Driving: Must be able to drive locally for work-related assignments.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X

- The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise.
- Works in an office environment with the option for some remote work
- Abilities First offers a flexible schedule and relaxed environment

The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date