

**Dakota County Agricultural Society, Inc.**

**Dakota City Heritage Village, Inc.**

**Position Description**

**POSITION TITLE:** Administrative Assistant

**PURPOSE OF THIS POSITION:** Assist in the day-to-day operations of Dakota City Heritage Village. Perform all work with limited supervision. Work includes office management, assist in fundraising events, assist in event preparation and oversee volunteer service duties.

**MINIMUM QUALIFICATIONS**

- High School Diploma or GED
- Two years of administrative experience in an office environment
- Typing ability of at least 35 wpm
- Experience in Microsoft Outlook, Excel, and Word

**MAJOR RESPONSIBILITIES AND DUTIES INCLUDE:** *These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required for all positions.*

1. Provides administrative support to the board or in support of programs, including but not limited to: organizing, preparing, and maintaining forms, documents and other program materials; maintaining office equipment, processing incoming and outgoing mail and faxes; photocopying documents and distributing to appropriate parties.
2. Performs receptionist duties including answering phones and directing calls to appropriate personnel, taking messages or providing general program information, and resolving customer concerns.
3. Serves as program or department liaison for community partners, customers, and clients in order to respond to inquiries or resolve issues.
4. Updates and maintains databases.
5. Creates and manages records according to our policies and procedures.
6. May assist/provide input to develop internal work methods and establish new procedures.
7. Utilizes Electronic Data Management system by scanning, indexing, and distributing documents.
8. Utilizes and implements appropriate security measures when handling confidential or sensitive materials, according to HIPAA and Data Practices guidelines.
9. Performs special projects in support of department programs.

10. Other duties as assigned.

**SKILLS/KNOWLEDGE/ABILITIES:**

- Knowledge of company by-laws and articles.
- Knowledge of general office procedures, practices and equipment.
- Effective verbal communication and written skills and general customer service skills.
- Ability to work effectively with clients and staff from diverse cultural and ethnic backgrounds.
- Ability to operate phone systems.
- Knowledge of productivity application software (Microsoft Office, etc.).
- Knowledge of general math and general office practices.
- Ability to navigate electronic systems.
- Ability to adhere to data practices guidelines.
- Ability to work independently and as a team member.
- Ability to demonstrate good detail orientation, logical thinking, and organizational skills.

**WORK ENVIRONMENT:**

The work is performed in an office building. Some of the work is sedentary and may have extensive use of computer. Incumbents may need to lift up to twenty pounds on an occasional basis.

**SELECTION PROCESS:**

The examination/selection process for this classification will consist of a rating of your training and experience from the application materials submitted. The top scoring candidates will be forwarded to the hiring department for further consideration.