



## Cow Creek Government Office

### Education Administrative Assistant

Job Code: 1302  
Department: Education  
Location: Roseburg, OR.  
Minimum Hourly: \$20.41 - \$24.04 DOE

#### POSITION PURPOSE:

Provide high-level administrative support by preparing statistical/financial reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, and assisting with Education functions.

#### ESSENTIAL FUNCTIONS:

- Professional representative of the Education Department.
- Prepare daily, weekly, and monthly administrative reports for the Education department.
- Answer phones and direct calls as needed while providing general information regarding Education Department.
- Professional correspondence – prepare draft letters, staff, and administrative reports.
- Provides professional customer service.
- Maintain filing & ensure security of files, performing specialized functions and special projects as directed.
- Perform clerical and support duties as assigned by TCC Manager; assist staff with various tasks as assigned.
- Follows opening & closing procedures for the TCC Center.
- Maintain strictest confidentiality; adheres to FERPA and HIPPA guidelines/regulations.
- Maintain a working knowledge of all programs offered by the Education Department.
- Attends staff meetings as required and takes minutes.
- Drafting/editing educational marketing materials and reports.
- Process all check requests per policy including entry into the accounting system.
- Assist Education Director and other administrative staff with administrative projects, as requested.
- Assistance with Grant Preparation per Education Department Director.

## QUALIFICATIONS:

- High school diploma or GED. Associate degree or Certification in office management or related field preferred.
- Two years of Professional Administrative/Clerical experience in a progressively more demanding office atmosphere.
- Problem solving skills; and ability to seek accurate information in response to public inquiries.
- Working knowledge of office procedures, office equipment, computer experience and knowledge of government program rules and regulations.
- Extensive knowledge of Microsoft office including but not limited to Word and Excel.
- Must demonstrate proven effective interpersonal communication skills.
- Demonstrate the ability to work effectively with staff, local agencies, and individuals from different cultural & ethnic backgrounds in a friendly and professional manner.
- Current valid Oregon Driver's License.
- Maintain a well-groomed, clean, and professional appearance at all times