

## Attachment for CASA Administrative Assistant Position

To perform their various duties, an Administrative Assistant must exhibit many varied skills and qualifications. At the core, the Administrative Assistant is a support position, meaning that communications and decision-making are paramount. A few of the specific skills that all administrative assistants should possess include:

**\*Decision-making:** Administrative Assistants make independent decisions daily, addressing the best way to handle specific tasks.

**Communications and collaboration:** An Administrative Assistant must collaborate with other administrators and support personnel, management and CASA's on a regular basis.

**Organizational skills:** Organization and prioritization are the core elements of the Administrative Assistant's responsibilities. They must know how to organize and to determine which tasks are the most important in a list.

**Writing:** Spelling, punctuation, sentence structure and writing are essential to an Administrative Assistant, who must be proficient in a variety of styles, from creative to professional to technical to education and more.

- **Other skills include:**
  - Answer phones and greet visitors
  - Schedule appointments and maintain calendars
  - Schedule and coordinate staff and other meetings
  - Collate and distribute mail
  - Prepare communications, such as memos, emails, invoices, reports and other correspondence
  - Write and edit documents from letters to reports and instructional documents
  - Create and maintain filing systems, both electronic and physical
  - Manage accounts and perform light bookkeeping
  - All other duties as assigned by the Director
- The minimum level of education for an Administrative Assistant is a high school diploma or GED with experience in Microsoft Word and Excel. While prior experience is not strictly required for work as an Administrative Assistant, it is preferred.