

# TRI COUNTY ECONOMIC DEVELOPMENT DISTRICT JOB DESCRIPTION

## JOB TITLE: OFFICE ASSISTANT

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<b>SALARY LEVEL:</b>	DOE-DOQ IN ACCORDANCE WITH TEDD POLICY This is a permanent, benefits-earning, part-time position
<b>SUPERVISOR:</b>	Executive Director, Finance Manager

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**SUMMARY:** This position is characterized as clerical/support staff position in the office. Public relations are a major factor for this position since it involves frequent contact with the general public and various public and private officials. This position is primarily responsible for assisting the TEDD Staff when needed by maintaining a high level of professionalism, records, procedures, and communications that allow for efficient operation of the organization.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES** include the following:  
Other duties may be assigned.

- Answering phones for all staff and programs including providing information to callers, routing incoming calls to the appropriate personnel, greeting visitors in a professional manner, and maintaining front office files.
- Works at the direction of the Finance Manager to assist in various duties including correspondence, preparing reports, emails, applications, filing, scheduling, coordinating, applying payments, data entry, and other clerical support as needed.
- For all staff: schedule meetings and meeting locations, make travel arrangements, and compile leave request information; compile and verify month-end activity sheets, expense claims, and leave.
- Must have the ability to receive, route, and mail all District incoming and outgoing correspondence. This includes managing postage and postage funds.
- Daily deliveries and pick-ups for deposits and mail; other errands as necessary.
- Must be able to maintain and organize office supply inventory and purchase supplies as needed.
- Must have a valid Washington State driver's license and current proof of insurance.
- Must be able to schedule, coordinate and attend meetings and transcribe meeting minutes for District programs. Some evening meetings may be possible. In this capacity, limited travel may be required.
- Bank statement reconciliations and maintain petty cash and travel checking accounts; handle cash and must possess basic bookkeeping knowledge.
- Assist the Finance Manager as required with the fiscal administration and reporting for TEDD.
- Must be able to occasionally lift, arrange, and move office furniture, records, supplies and equipment.

- Maintains equipment by troubleshooting failures, calling for repairs, and monitoring operation.
- Maintain general office and common areas cleanliness, including TEDD Space, large and small conference rooms.
- Set up, break down, organize, and maintain conference rooms, and TEDD Space.

**SKILL AND FUNCTION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual hired must be able to work at computer keyboards for extended periods of time.

- **Education and/or experience:**  
A high school diploma or GED is required and a minimum of two to three years of office clerical experience is preferred. The candidate must be highly organized and comfortable working with multiple projects and deadlines.
- **Language Skills:**  
Ability to use tact and discretion when meeting the public and staff; maintain client confidentiality at all times; type with occupational speed and accuracy; and demonstrate ability to listen, communicate effectively orally, electronically, and in writing. Must maintain a neat personal appearance and be courteous toward the public and fellow employees.
- **Mathematical Skills:**  
Ability to calculate figures and amounts such as percentages.
- **Reasoning Ability:**  
Ability and knowledge of standard formats for business correspondence and reporting is required. The candidate must understand business English, punctuation, rules of grammar and office practices including filing, indexing, and cross-referencing methods. The candidate will be required to do basic accounting and bookkeeping.
- **Certificates, Licenses, Registrations:**  
Valid Washington State driver's license and current proof of insurance.
- **Other Skills and Abilities:**  
Be proficient in word processing, spreadsheets, and databases in Microsoft operating system. Operate standard office equipment including 10-key, facsimile, copier, typewriter, and computers. Ability to learn project software for data entry and report preparation. Proof reading other's work and professional document formatting will be required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. Employee must have ability to communicate one-on-one with clients and in group settings.
- The employee is occasionally required to drive an automobile.
- The employee must frequently lift and/or move 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually low.