Job Description

Job Title: Senior Administrative Assistant
Reports To: Supervisor - Counseling
Department: Counseling
Division: Benefits

Pay Range: 2
FLSA Status: Non-Exempt

SUMMARY: This position provides administrative support for department leadership and staff.

ESSENTIAL FUNCTIONS:

1. Performs a variety of administrative responsibilities in support of the Department Manager, Division Director and other staff which includes screening phone calls, scheduling appointments/meetings, preparing agendas and minutes, maintaining outlook calendars, developing and maintaining filing systems in adherence with document retention standards, coordinating training and travel, and interacting with vendors and Board members.
2. Greets and directs OPERS members and visitors to the appropriate area/employee and logs member arrivals in the workflow management system. Works with other administrative staff and Facilities to ensure proper visitor procedures are followed.
3. Reviews and schedules member requests for appointments, including in-house, virtual and phone appointments, as well as special counseling requests.
4. Tracks, reports, and maintains annual notary and other professional certifications for Counseling employees.
5. Assists members with completing forms and collects and notarizes forms that do not require meeting with a counselor.
6. Proctors bi-annual Enterprise Risk Management assessments and testing.
7. Works collaboratively with other administrative staff to provide cross-training and back up assistance as needed.
8. Assists leadership with project coordination, completion, and/or tracking.
9. Provides administrative support in preparing the annual department and division budgets and subsequent tracking of expenditures against that budget.
10. Assists in the review of quarterly variance, quarterly budget transfer, and monthly administrative budget reports.
11. Processes invoices for payment in the general ledger system and tracks and maintains all departmental invoicing and supporting documentation.
12. Responds to and completes inquiries/requests assigned in workflow management system.
13. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS*

Education

• High school diploma or GED	• ☒ Required
• Associate degree from a two-year college or technical school	• ☐ Required ☒ Preferred

☐ Direct relevant experience can be substituted for education (if applicable)

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Qualifications

• Ability to react quickly in high stress situations	• ☒ Required ☐ Preferred
• Strong mathematical skills using whole numbers, common fractions and decimals	• ☒ Required ☐ Preferred
• Ability to work as a team member and	• ☒ Required ☐ Preferred

individually	

Experience

• 4 years' administrative assistant experience	• ☒ Required ☐ Preferred
• PC proficient, basic knowledge of MS Windows operating system; intermediate to advanced MS Word; MS Excel; Internet Web Browsers (e.g. Edge or Chrome) and MS Outlook (internal email systems	• ☒ Required ☐ Preferred
• MS PowerPoint	• ☐ Required ☒ Preferred

Certifications/Licenses

• Notary Public (obtain within 6 months from date of hire and maintain)	• ☒ Required ☐ Preferred

Physical Requirements* (if applicable)

• Select Physical Requirement
• Select Physical Requirement
• Other:

***Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. If repetitive physical movement is required to perform the essential functions of the position, please discuss with HR**

DISCLAIMER: *The above statements are not intended to be construed as an exhaustive list of all duties, skills and responsibilities required.*

OPERS
Ohio Public Employees Retirement System