



Administrative Assistant Job Description

Revised Date: November 18, 2025

Reports to: Manager

Scope of Authority: Employee is not responsible for supervising other personnel.

Security/Access: Employee will be issued picture identification.

Job Summary: Performs a variety of secretarial and clerical duties in support of staff and programs, including but not limited to: receptionist, scheduling appointments, performing data entry, and maintaining/updating database and data files. This position involves assisting with office cleaning tasks throughout the week to ensure a clean and organized work environment.

Required Education and Experience:

- High school diploma or equivalent; minimum 2 years of college strongly preferred.
- Proficient in Microsoft Office computer applications and database applications.
- Ability to operate standard office equipment, including but not limited to computers, printers, copiers, scanners, calculators, facsimile machines, and telephone systems.
- Ability to work well with diverse groups in the public sector and demonstrate cultural awareness and sensitivity.
- Ability to complete financial tasks as assigned, experience in QuickBooks preferred

Duties and Responsibilities:

- Maintain a consistent and welcoming presence at the front desk, ensuring all visitors are greeted promptly, inquiries are addressed courteously, phone calls are answered and triaged effectively, and the reception area remains secure.
- Participate in document development.
- Provides secretarial and general office support for staff.
- Schedule meetings and conference rooms.
- Maintain and ensure the security of office files and records.
- Demonstrate sound fiscal accountability.
- Compliance with all TRPHD policies and procedures.
- Participation in assigned internal employee committees.
- Participation in required TRPHD training.
- Participate in performance management and activities to sustain a culture of QI within TRPHD and department accreditation efforts.
- Maintain strict confidentiality of sensitive information in accordance with HIPAA regulations.
- Able to work some evenings and weekends when needed.
- Responsibilities may include tidying areas, emptying trash bins, and maintaining cleanliness.
- Represent TRPHD in a professional manner when out in the community in a variety of settings.
- Assist with emergency response efforts to disease outbreaks and disasters when requested.
- Other duties as assigned.

Basic Skills and Abilities required:

- Ability to establish and maintain effective working relationships with coworkers, administrative support organization, elected and appointed officials, representatives of other governmental units, private industry, and members of the general public.
- Readily assumes responsibility.
- Ability to communicate effectively and articulate both orally and in writing.
- Ability to think strategically.
- Ability to organize, analyze, and interpret technical information.
- Ability to organize tasks, establish priorities, and meet established deadlines.
- Ability to exercise objective judgment.
- Ability to sit, walk, stand, and drive; use hands, and fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, climb stairs, walk, stoop, kneel, crouch or crawl. The employee must be able to lift and/or move 50 pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to demonstrate physical fitness activities.
- Ability to work in a smoke/tobacco-free and drug-free work environment.

This position qualifies for non-exempt status as defined in the Fair Labor Standards.

I have read the above job description and agree to carry out the responsibilities described therein.

This position requires a 30-day notice of termination.

Signed: _____ Date: _____

Director: _____ Date: _____