



JOB DESCRIPTION

Job Title: Administrative Assistant	Date Created: 06/11/2018
Department: Executive	Date Revised: 10/01/2024
Division:	Salary: \$44,469-\$62,043
Grade: 19	FLSA: Non-Exempt

Summary of Duties: The Administrative Assistant (AA) provides advanced administrative support to the Operations Department; handles sensitive and confidential records and issues, and coordinates meetings and calendars for NTECC leadership and administration team. Demonstrates a strong leadership presence that promotes the NTECC mission, vision, and strategic plans. This position works with considerable independence under the direction of the Director of Emergency Communications and collaborates with NTECC personnel as well as customers.

Essential Job Functions:

- Manages the Director of Emergency Communications' calendar; schedules, changes, and cancels appointments and meetings; coordinates available times with additional calendars; assists with making travel arrangements as requested.
- Manages front lobby operations and handles main business phone lines; to include screening telephone calls, visitors, and incoming correspondence, ensuring walk-in visitors are signed in and escorted to the correct destination within the Communications Center.
- Assists with coordinating travel and completion of all bookings and required forms related to conference attendance and travel for operations.
- Assists with coordinating tours, employee recognition and awards events, and employee engagement and development events.
- Assists with the set-up, breakdown, and coordination of meetings and events, including ordering, and shopping for supplies and moving tables and chairs.
- Creates a variety of written business documents, which may include memorandums, agendas, applications, brochures, letters, agreements, flyers, newsletters, greeting cards, and/or other related items.
- Provides general office support such as printing, copying, scanning, faxing, and filing.
- May be assigned the responsibility of conducting special research assignments of a simple to moderately complex nature; and may direct a specialized function or activity for NTECC.
- Assists the Program Coordinator with the Center's newsletter; gathers all submissions and collaborates with managers and employees for article inclusion in newsletter; edits, formats, and adjusts as needed.
- Supports the relationship between the NTECC and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and NTECC staff.
- Maintains a high level of confidential and sensitive information in a discrete and professional manner.
- Maintains the integrity, professionalism, values, and goals of the NTECC by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Punctual and regular attendance at work; work the assigned schedule and comply with the timekeeping policies and procedures. Able to work in a 24/7 work environment (weekends, holidays, inclement weather) and any shift (day or night). Must be available to respond to critical issues during non-business hours.
- Performs other duties as assigned.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. All listed qualifications, skills, knowledge, and abilities are considered essential and required.

Knowledge and Skills:

- Demonstrates the capability to collaborate effectively within a diverse team, adhering to NTECC's policies, guidelines, and culture, which emphasize core values such as trust, professionalism, accuracy, timeliness, compassion, teamwork, and respect for our people.
- Ability to address multiple demands simultaneously; prioritize work and respond to difficult situations under stress of time or circumstances; remain professional and operate effectively in high stress situations.
- Principles and practices of confidential records management and file maintenance.
- Demonstrated excellence in customer services skills and proficiency in typing skills.
- Demonstrated literacy of Microsoft Office programs including Word, Excel, and PowerPoint, at minimum.
- Applicable local, State, and federal laws, codes, regulations, and ordinances.
- Proficiency in office software and tools is essential to ensure accurate and timely preparation, filing, and distribution of documents.

Minimum Qualifications and Conditions of Employment:

- Education: High School diploma or GED
- Experience: Two (2) years of progressively responsible experience in a secretarial, administrative assistant or similar position which involves high public contact, discretionary decision-making, handling of confidential matters and administrative duties. Or Associates degree in Secretarial Science (or related field) from an accredited college or university, completed within the last five (5) years.
- Must pass all applicable pre-employment screenings to include a drug screen and background investigation.
- Communicate clearly and concisely, relay details accurately both verbally and in writing.
- Must speak, read, and write in English.
- A valid Texas Driver's License may be required or obtained within 90 days of employment.
- Must be able to pass FBI criminal background fingerprint check and comply with state and federal requirements for criminal justice information security standards.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.

License and Certification:

- Depending on the needs of the NTECC, additional licenses and certifications may be required.

Physical Demands and Working Environment:

Work performed is primarily an office classification in a call center/dispatch environment, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone and radio. Positions in this classification occasionally (daily, weekly, or monthly) bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and minimal direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation. Work is performed in a fast paced, high volume call center environment; incumbents must remain alert and responsive while coordinating stressful situations in a fluid and dynamic work environment.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. NTECC is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, sexual orientation, veteran status, genetic information, or any protected class in accordance with the law. NTECC provides reasonable accommodation for its employees and the public with disabilities, including veterans. For more information, please contact NTECC Administrative Services.