

**APPLY NOW**

## *MCT Credit Union*

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### **POSITION DESCRIPTION**

**POSITION TITLE:** Administrative Assistant

**DEPARTMENT:** Administrative

**CLASSIFICATION:** Non-Exempt

**APPROVED BY:**

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### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** CEO

**POSITIONS SUPERVISED:** None

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### **POSITION PURPOSE**

Responsible for providing assistance and support to C-Level Management. Assists the Human Resources Director by administering Board activities and other HR functions. Performs and oversees specific projects and programs as assigned. Types and assembles letters, memos, and reports. Answers questions and directs telephone calls and visitors.

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### **NATURE AND SCOPE**

This position requires a high level of secretarial skill to ensure the proper dissemination of information from Management to Board of Directors and Credit Union Staff, business professionals, and others. Speed and accuracy are vital to the successful execution of this position, as well as high levels of confidentiality, professionalism in communication including excellent writing skills.

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### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. **Assumes responsibility for the effective performance of assigned secretarial and clerical functions.**
  - a. Performs Board administration and coordinates Board activities, meetings, events and travel arrangements.
  - b. Receives and screens visitors and telephone calls and either notifies staff members or records and relays messages. Conducts visitors to proper offices and announces them.
  - c. Schedules and takes minutes of meetings.

- d. Types and assembles a variety of documents including memos, letters, and reports.
- e. Files correspondence, memos, records, and reports. Maintains files.
- e. Sorts and distributes incoming mail to appropriate executives.

2. **Assumes responsibility for preparing and maintaining assigned records and reports.**
    - a. Assembles, tabulates, calculates, and maintains reporting and statistical data on a regular and special basis.
    - b. Prepares documents and reports.
    - c. Assembles internal reports submitted to Board of Directors and committees.
    - d. Complies with Bank Secrecy Act.
  3. **Assumes responsibility for maintaining effective business relations with Credit Union members, vendors, and other business professionals.**
    - a. Resolves or appropriately refers questions, requests, complaints, and problems.
    - b. Obtains and conveys information as needed.
    - c. Promotes goodwill and conveys a positive image of the Credit Union.
  4. **Assumes responsibility for establishing and maintaining effective working relationships with area staff and with management.**
    - a. Assists HR and Training personnel as needed.
    - b. Coordinates employee travel arrangements.
    - b. Keeps management informed of area activities and of any significant problems.
  5. **Assumes responsibility for related duties as required or assigned.**
    - a. Performs miscellaneous clerical and administrative tasks.
    - b. Performs special projects as assigned, such as coordinating staff events and Hoopla efforts.
    - c. Keeps work area clean, secure, and well maintained.
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## **PERFORMANCE MEASUREMENTS**

1. High level of confidentiality is maintained.
2. Typing is accurate, neat, and promptly completed.
3. Professional trade and Credit Union inquiries are courteously attended to. Good business relations exist with outside professionals and with members.
4. Telephone calls and visitors are courteously received.
5. Documents and reports are accurately produced and up-to-date. Files are well maintained.

6. Good communication and coordination exist with area personnel and with management. Assistance is provided as needed. Management is appropriately informed.
  7. Secretarial support functions are well coordinated and efficient.
  8. A professional image is projected and maintained.
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## QUALIFICATIONS

- EDUCATION/CERTIFICATION:** High school graduate or equivalent. Some college preferred.
- REQUIRED KNOWLEDGE:** Knowledge of word processing and spreadsheet applications.
- EXPERIENCE PREFERRED:** Two to three years secretarial experience.
- SKILLS/ABILITIES:** Proficient typing skills.  
Good interpersonal and public relations skills.  
Solid analytical, creative, and problem-solving abilities.  
Project management skills and well organized.  
Able to work well independently.  
Able to assist, direct, and coordinate others.
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## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- REPETITIVE MOTION:** Movements frequently and regularly required using the wrists, hands, and/or fingers.
- TALKING:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- AVERAGE VISUAL ABILITIES:** Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.
- AVERAGE HEARING:** Able to hear average or normal conversations and receive ordinary information.
- PHYSICAL STRENGTH:** Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)
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## WORKING CONDITIONS

- NONE:** No hazardous or significantly unpleasant conditions (such as in a typical office).
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## MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved instructions and to deal with problems involving a few variables.
- MATHEMATICS ABILITY:** Ability to perform very basic math skills including adding, subtracting, multiplying, and dividing two digit numbers; the four basic arithmetic operations with money; operations with units such as inch, foot, yard; ounce, and pound (or their metric counterparts).
- LANGUAGE ABILITY:** Ability to use passive vocabulary of 5-6,000 words; to read at a slow rate; define unfamiliar words in dictionaries for meaning, spelling, and pronunciation.  
Ability to write complex sentences, using proper punctuation, adjectives, and adverbs.  
Ability to communicate in complex sentences; using normal word order with present and past tenses and a good vocabulary.
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## INTENT AND FUNCTION OF JOB DESCRIPTIONS

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*