



**JOB TITLE:** Executive Assistant  
**CLASSIFICATION:** Hourly: Non-Exempt, Pay Grade - E  
**LOCATION:** SEICAA's service area (7 S.E. Idaho Counties), Based in SEICAA Administration Office located in Pocatello, ID  
**BENEFITS:** Health, Dental, Vision, Term Life Insurance, Short Term Disability, Simple IRA

**SUMMARY OF WORK:** This position provides administrative assistance to SEICAA's executive team, such as, but not limited to; writing and editing emails and documents, drafting memos, preparing communications, managing calendars, making travel arrangements and preparing reports on behalf of, or at the request of the executive team to accomplish Agency goals supportive of the Strategic Plan.

**JOB CHARACTERISTICS:** This position works as administrative support to SEICAA's executive team. Responsibilities of this position include but are not limited to; liaison to SEICAA's Board of Directors and staff, performing and coordinating administrative functions related to scheduling, maintenance of documents/files, screening incoming calls, inquiries, visitors, and correspondence, and route accordingly. and must be able to manage complex office administrative work requiring the use of independent judgement and initiative while effectively communicating both orally and in written documents, understand and follow directives and demonstrate sound time management. Performs duties requiring attention to detail, accuracy and confidentiality. Individual must possess strong organizational skills and work in a fast paced office setting. Prepares and disseminates information as requested to staff or community from the Chief Executive and/or Fiscal Officer.

These duties require professionally and efficiently managing in-person and telephone contacts and relationships with project staff, other in-house staff, participants, and other partners (public and private). Position requires ability to, understand and implement complex regulations, and maintain records. Performs programmatic and administrative duties requiring attention to detail, accuracy, and timeliness individually and as part of a team. Executive Assistant must possess strong organizational skills and be able to prioritize work and meet deadlines while maintaining confidentiality of sensitive information.

**POSITION CONTACT:** CEO

#### **JOB DETAILS:**

**Knowledge:** The Executive Assistant must have knowledge of records management, broad computer software i.e.: Microsoft Office applications, administrative/clerical practices, and office procedures.

**Skills:** This position requires skills in professional office management, organization, interpersonal communication, record keeping, and basic accounting skills. Developed skills in computer software programs, data entry, record keeping, typing, and the operation of telephone, calculator and other general office machines are required. Position requires knowledge and capability of scanning/storing electronic documents. Individual must be able to perform other duties as assigned.

**Abilities:** The ability to: hear spoken words clearly; operate word processing, spreadsheet, and database programs on computer; pay attention to detail, accuracy, and timeliness is required. Must be able to prioritize work and manage multiple projects; maintain confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public. Individual must be able to perform duties with or without reasonable accommodations without endangering self or others.

**EDUCATION, EXPERIENCE and CONDITIONS FOR EMPLOYMENT:** The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

•High School Diploma or equivalent. Additional education in office administration, accounting knowledge preferred,

**Conditions:** The following abilities are mandatory for fulfillment of the job requirements:

- Bondable, insurable under SEICAA's insurance policy, and maintain a valid Idaho driver's license.
- Able to attend meetings or training to enhance expertise and performance as scheduled by SEICAA's Administrative Team.
- Willing to travel on Agency business at Agency reimbursement rates.
- Able to occasionally lift up to 50 lbs.
- Must successfully pass mandatory pre-employment drug and background screening.

***SEICAA is an Affirmative Action/Equal Opportunity Employer***