

SUPPLEMENTAL JOB DESCRIPTION

Classification: Administrative Assistant I

Function Code: 0081-022

Agency Title: Administrative Assistant

Date Established: 10/01/2009

Position Number: 43647

Date of Last Amendment: 4/6/21

SCOPE OF WORK: Executes administrative and office management functions for the Office of Workforce Opportunity within the Department of Business and Economic Affairs.

ACCOUNTABILITIES:

- Provides administrative support to the Director, including coordinating schedules, conducting research, preparing documents and statistical information, generating reports, and organizing materials for the State Workforce Innovation Board.
- Coordinates schedules, agendas, materials and Board packets for State Workforce Innovation Board meetings and attends meetings as needed and requested. Prepares minutes of meetings and responds to requests from the public in compliance with the requirements of NH RSA 91-A.
- Assists the Office with gathering, drafting and compiling materials for Governor and Executive Council meetings and legislative hearings.
- Supports the Director with tracking legislation and preparing for hearings to include compiling information and summarizing data.
- Assists the Office of Workforce Opportunity staff with grant writing, the drafting of requests for proposal and related documents to WIOA programs.
- Administers, expedites and tracks incoming correspondence to the NH Works website, case management system, customer satisfaction surveys, and email mailbox. Reviews and assigns as appropriate, and assists in the response coordination.
- Assists the Office with drafting, proof reading and sending of correspondence including emails, newsletters and updates to partner state agencies, stakeholders and constituents.
- Maintains multiple tracking databases, spreadsheets, reports and charts utilizing various software applications to ensure accurate and timely recordkeeping.
- Assists the front desk staff of the Department of Business and Economic Affairs with coverage during times of increased need and during employee absences and breaks.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or technical institute with a major study in business administration, accounting, public administration or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in responsible office or business management activities. Each additional year of approved work may be substituted for one year of required formal education.

License/Certification: None required.

DISCLAIMER STATEMENT: The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed the content of this supplemental job description with my supervisor.

Employee's Name Employee's Signature Date Reviewed

Supervisor's Name and Title: _____


I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

Supervisor's Signature Date Reviewed

Agency Human Resources Date Approved/Revised

Appointing Authority's Signature Date Reviewed/Approved

Reserved for DOP and Designees Only

 _____ JBW 4/6/21
Division of Personnel Date Approved