



Denver Municipal Federal Credit Union

Job Description: **1060**
Administrative Assistant

Date: August 1996

Reports to: Vice Presidents

Objective: To provide full-performance administrative and secretarial support to the management team and credit union staff.

Essential Responsibilities:

1. Performs administratively in direct support to the Vice Presidents of: Finance, Human Resources, Lending, Marketing, and Member Services. Remains immediately available at all time, unless directed otherwise, to the Vice Presidents. Acts as liaison to the Executive Assistant.
2. Maintains effective and diplomatic communications and goodwill in all credit union activities, with all members/potential members, vendors and guests at all times.
3. Prepares and distributes information, as necessary, to the management team, staff, Board of Directors, Committees and other groups or individuals, as required or requested.
4. Takes dictation/recordkeeping/recordings of meetings, conferences and seminars, as required or requested.
5. Opens, sorts and distributes incoming mail.
6. Coordinates with the Executive Assistant, as necessary, the planning and scheduling of meetings, trips and other events for the management team and staff, as required or requested.
7. Maintains a general awareness of credit union-wide member service and administrative support operations and needs, and keeps the management team informed of any concerns.
8. Maintain a clean and safe work environment.
9. Performs filing and account research, as required or requested.
10. Receives, inventories and distributes designated supplies and equipment, as directed. Maintains an adequate inventory of immediate supplies and equipment to support the management team and staff. Prepares and maintains a monthly inventory report and submits to the Vice President of Finance. Conducts random audits and reconciles the supply/equipment inventory and reports discrepancies to the Vice President of Finance and Vice President of Member Services, as directed.
11. Operates an on-line terminal (CRT) to obtain member's status and input information, as

required or requested.

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12. Operates calculators, typewriters, microfilm machines, microfiche, copy machines, adding machines and other office equipment, as required or requested.
13. Requests and initiates cross-training in any operating function.
14. Provides back-up staff support, as required, in the event of employee absences and vacations.
15. Complies with established security policies and procedures.
16. Ensures for and maintains the confidentiality of designated credit union transactions and activities.
17. Performs other related duties, including special projects, as required or requested.

Qualifications:

Education/Experience: High School graduation or equivalent, and two (2) or more years of recent and related work experience. Demonstrated experience accurately interpreting various financial reports and related computer reports/documents. Demonstrated thorough knowledge of various computer based CRT information systems, and PC/Macintosh word processing and spreadsheet applications. Must be able to work flexible hours. Must be bondable.

Performance: Demonstrated experience performing in compliance with established human resource and departmental policies regarding: attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences); dress code; customer/member services; safety; security, disaster and other policies procedures and practices. Demonstrated effective and diplomatic oral and written communication skills. Performance is limited to the scope of essential duties and responsibilities.

Physical/Environmental Characteristics: Essential duties are performed in a general office work environment and regularly require sitting at a work station/desk while completing paperwork or using computers, calculators, copiers, fax machines and other business office machines and equipment. Essential duties may also involve: occasional kneeling, squatting, bending, walking, crouching, stooping and lifting up to 30 pounds to stack, store supplies or various office equipment, as directed. **Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE), is required.**