



Denver Municipal Federal Credit Union

Job Description: **1060**
Administrative Assistant

Date: April 1995

Reports to: Vice President of Lending

Objective: To provide full-performance administrative and secretarial support to the President/CEO and management team. To act as liaison to the Board of Directors, Committee Members and credit union staff.

Essential Responsibilities:

1. Performs as receptionist for the President/CEO and greets members and visitors in person or by telephone. Acts as liaison to the Board of Directors.
2. Maintains a current and accurate data base of work and home telephone numbers and residential addresses for: staff, supervisors, managers, committee members, board of directors and external clients, vendors and other contacts.
3. Prepares and distributes information, as necessary, to the Board of Directors and Committees.
4. Takes dictation of meetings, conferences and miscellaneous dictation, as requested.
5. Opens, sorts and distributes incoming mail for the President/CEO. Plans and schedules meetings, trips and other events for the President/CEO, as required or requested.
6. Updates the *Examiner's Overview* as scheduled to ensure for the maintenance of current information.
7. Performs filing and account research.
8. Receives, inventories and distributes designated supplies and equipment, as directed.
9. Operates an on-line terminal (CRT) to obtain member's status and input information.

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10. Operates calculators, typewriters, microfilm machines, microfiche, copy machines, adding machines and other office equipment, as necessary.
11. Ensures for and maintains the confidentiality of designated credit union transactions and activities.
12. 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.**