



Spokane Conservation District

Position Description for

Office Assistant

Title: Office Assistant

Salary Range: \$18.00 - \$25.00 p/hour, plus benefits, PTE

It is the responsibility of every District employee to promote the proper and responsible use of natural resources. It is expected that all duties be performed in a timely, courteous, and professional manner.

Scope of Responsibility

This position will provide administrative and operational support to the Spokane Conservation District. The person occupying this position must perform routine duties with limited supervision and according to standard office practices and procedures.

All SCD employees must act as liaisons between the District, government agencies, and the public and are expected to be prompt, courteous, and professional.

Job Responsibilities

General duties include but are not limited to: answering phones, greeting customers, conference room reservations, filing, basic accounting, e-mail management, taking meeting minutes, board meeting catering, computer data entry, and office supply inventory.

- Answer and screen incoming calls and general SCD email inquiries.
- Prepare and proofread correspondence, reports, statements, forms, news releases, newsletters, meeting minutes, legal notices, contracts, plans, labels, etc. from verbal/written instruction.
- Create SCD publications, including brochures, pamphlets, fliers, event invitations & programs, as requested, using advanced design software.
- Collect data/reports from SCD departments and agency partners to prepare and distribute in monthly Board packets. Create virtual meeting invites for board and other SCD meetings/events.
- Maintain various mailing databases and e-mail distribution lists.
- Keep accurate asset inventory of SCD property and equipment, as well as supplies, stationary, and soil test kits.
- Financial responsibilities include: updating Accounts Payable report using BARS coding; processing SRF payments, loan documents, and invoicing; receiving cash and checks; responsible for record maintenance of check receipt and deposit log and disposing of checks in the appropriate time frame.

- Prepare and maintain quarterly mileage report, vehicle maintenance logs, and SRF quarterly commission payments.
- Process and reconcile electronic payments (Pay-pal).
- Process and reconcile monthly VISA statements.
- Assist in annual tree sale including creating order form, brochure, ad materials, and product descriptions as well as uploading pictures, descriptions and order form to website
- Assist with external events, such as Ag Expo, PNDSA Conference, Inland Tree Conference, Farm and Food Symposium, SCD annual planning session, and the NE Area meeting.
- Assist with website updates; upload Board meeting minutes and agenda, update news and events, post important notices, create new pages as requested, update workshops, upload current newsletter.
- Sort, process, and distribute all incoming mail. Record incoming checks and cash. Process outgoing mail. Maintain mail machine postage and invoice quarterly for WSCC postage and office space.
- Attend and take minutes for monthly Board and staff meetings and maintain records of meetings. May be requested to attend and take minutes/notes at other meetings, workshops, training sessions.
- Provide administrative support for the Upper Columbia RC&D as requested, including attending monthly council meetings and taking minutes, filing, and voucher preparation.
- Coordinate supplies, operation and maintenance of equipment in the Resource Room, including copy machine, fax machine, postage meter, scanner and phone system.
- Assist in other special projects and duties as assigned by the Director or Operations Manager. This may include events such as Arbor Day and Earth day which take place after normal work hours and weekends.

Qualifications

- High school diploma or G.E.D. equivalent plus two years experience. Further education may be substituted for experience. Must possess basic bookkeeping concepts and experience.
- Proficient skills in MS Office with Word; Excel; Access; and other design programs.
- Ability to type at least 60 wpm.
- Ability to assist in maintenance of website.
- Ability to operate standard office equipment.
- Thorough knowledge and use of business English composition, grammar, punctuation, and spelling.
- Ability to work with limited supervision. Supervision and/or guidance will be provided on special assignments and projects.

BENEFIT	EXEMPT, PERMANENT POSITION	NON-EXEMPT HOURLY, SEASONAL OR TEMPORARY POSITION
Basic Medical and Dental Insurance	x	
Basic Employee Life and AD&D	x	
Basic Dependent Life Insurance	x	
Long-term Disability	x	
Social Security		x
American Funds in lieu of Social Security	x	
Medicare	x	x
PERS Retirement	x	
Deferred Compensation Option	x	
Holiday Pay	x	
Personal Holiday	x	
Vacation	x	
Sick Leave	x	
Paid Time Off		x
More benefit details available in Employee Handbook		