

**JOB TITLE:**

Administrative Assistant II

**FLSA:**

Non-Exempt

**DEPARTMENT:**

Anti-Terrorism &amp; Human Rights

**REPORTS TO:**

Paralegal

**SUMMARY:**

Under general supervision performs a variety of administrative and secretarial duties. In addition to typing, filing, scheduling, performing duties such as coordinating meetings and conferences, obtaining supplies, coordinating mail, working on special projects. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize, and organize diversified workload, recommends changes to office practices and procedures.

**MINIMUM REQUIREMENTS:**

- High school diploma required. Associates degree in business or related subject preferred.
- Two (2) to three (3) years of progressively responsible work experience.
- Ability to organize and prioritize numerous tasks and complete them under time constraints.
- Must be able to proofread typed material for grammatical, typographical and spelling errors.
- Strong working knowledge of MS Word, Outlook, Excel and the ability to type 70 WPM
- Ability to communicate and work well with a variety of people.
- Ability to operate standard office equipment, including personal computer, copier, facsimile, telephone and dictation machine.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

“Essential duties” are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Type memos, re-type notes, and send out necessary documents and emails; produce copies as needed.
- Converts draft correspondence, memoranda, reports and other documents into typed format.
- Reviews, sorts and dates mail; maintains files.
- Answers, screens, and directs telephone calls appropriately.
- Assists in preparing for and setting up of meetings. Prepares reports and minutes for meetings.
- Research and a moderate level of communication with co-counsel, paralegals and other legal staff.
- Performs routine office correspondence, completing forms and documents, maintains records and files.

**WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position.

**WORKING CONDITIONS:**

Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.*

*This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. We participate in e-verify. EOE.*