

**POSITION:** **ADMINISTRATIVE ASSISTANT I**  
**LOCATION:** LIVERPOOL HEAD START  
**RESPONSIBLE TO:** HEAD START SITE SUPERVISOR  
**GRADE:** 3/NON-EXEMPT  
**NUMBER OF PROGRAM WEEKS:** 48 WEEKS

**QUALIFICATIONS:**

- High School diploma or GED with a minimum of one year of experience in secretarial or related business field required.
- Knowledgeable in the use of computers and data entry systems.
- A knowledge of Word or Windows required.
- Ability to communicate with all levels of staff and public and provide information.

**RESPONSIBILITIES:**

1. Answer and transfer telephone calls to staff, allow entry to visitors and ensure that they sign in and out, and respond to queries as appropriate.
2. Coordinate the daily distribution of all agency interoffice mail sent to and from the site.
3. In conjunction with Site Supervisor, ensure that safety procedures are followed.
4. Assist the Head Start Senior Administrative Assistant in the distribution of information to appropriate staff.
5. Responsible for the ordering of office supplies for site as needed.
6. Assist site supervisor in the development of forms, graphs and other documents as necessary.
7. Assist Head Start staff with computer issues prior to contacting the I.T. Department.
8. Assist with input of in-kind data.
9. Maintain a filing system for component documents, reports and correspondence.
10. Maintain confidentiality of all information.
11. Perform all other duties as required.
12. Adhere to relevant safety policies and procedures.

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