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## **Administrative Assistant/Church Clerk/Receptionist Job Description**

**CATEGORY:** Locally Hired, Hourly Wage

**WAGE RANGE:** Dependent on Education and Experience; Base Rate for Range = \$15 hr.

**SUMMARY:** Reports to and performs diverse administrative assistant duties for Youth and Discipleship pastors. In the role of Church Clerk, reports to the Lead pastor, processing incoming and outgoing transfers and taking minutes at church board and business meetings. As receptionist, answers the phone for incoming calls, processes incoming mail, and greets and assists visitors to church office.

Requires membership in and knowledge of the Pioneer Memorial Seventh-day Adventist Church policies and organizational structure; a high level of technical skills (well-developed keyboard, computer, database software, etc.) and high levels of confidentiality, tact, friendliness and other aspects of strongly developed interpersonal and organizational skills. Must maintain a well-organized office and follow church office dress code.

**AUTHORITY ACCOUNTABILITY:** Authority is delegated by the supervisors. Work is to be performed with limited supervision and requires the ability to independently carry out duties and meet deadlines.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Skills and abilities generally acquired through two-year college degree in office administration or business-related field including courses in keyboarding, word processing, computer literacy, office decorum, etc. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

**KNOWLEDGE AND SKILL:** Must be: (1) adaptable and able to evaluate priorities; (2) have ability to perform secretarial and support duties with speed and accuracy without constant supervision; (3) have ability to work under pressure and with frequent interruptions and be well-organized and attentive to details.

Knowledge of up-to-date office procedure required, such as Microsoft Word (Office, PowerPoint, Excel, etc.); Data base software, proper telephone etiquette, usage of general office equipment, above-average keyboard speed with high accuracy, and accurate English usage, including spelling, grammar, punctuation, etc.

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:** As there is considerable internal and external contact with people on a daily basis, employee must have a pleasant personality and good telephone etiquette and possess the ability to deal tactfully and effectively with pastors, office staff, members and guests who need assistance. Must be able to effectively handle confidential information and situations at all times and maintain high degree of support for personal privacy.

**PHYSICAL REQUIREMENTS:** Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, and carrying of light items is required. Standard work hours are: 8:00-5:30, Monday-Thursday, with a 30 minute lunch break and 8:00-12:00 noon on Friday. Overtime is rarely required and only with supervisor's permission.

**PIONEER MEMORIAL CHURCH**

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