



United States Marshals Museum

Position: Administrative Assistant
Reports to: CFO
Salary: \$13.00/hr

SUMMARY

The Administrative Assistant of the United States Marshals Museum is a full time, non-exempt position. The Administrative Assistant works as an overall administrative office assistant. This person will assist President/CEO and other department heads with administrative duties as assigned. The Administrative Assistant plays a vital role with administrative continuity of the organization; therefore, should be a person who excels in a fast-paced environment and is able evaluate and recognize priority levels of multiple tasks.

Equal Employment Opportunity

USMM provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

RESPONSIBILITIES

- Primary person to answer phone, provide information to caller and/or transfer to appropriate staff member.
- Provide clerical support for President/CEO and Department heads.
- Meet and greet visitors of the Administrative Offices and vendor representatives.
- Coordinate administrative meetings or conferences; take and prepare minutes as requested.
- Pre-set administrative meeting spaces in advance of meetings with appropriate supplies, AV equipment, beverages and/or food as warranted and requested.
- Maintain office filing system-paper and electronic.
- Prepare reports utilizing data from multiple sources.
- Process incoming mail and special deliveries.
- Prepare Administrative outgoing mail.
- Collect daily out-going mail from all departments and deposit at U.S. Post Office.
- Perform other errands such as special deliveries and supply purchasing.
- Maintain inventory of office supplies in the Administrative office suite.
- Coordinating with other departments, order all general office supplies or equipment.
- Coordinate all travel, seminar, conference or continuing education registrations and arrangements for all staff members.
- Be willing to assist with facility rentals and Museum events or programs.
- Must have ability to work some evenings and weekends.

MINIMUM QUALIFICATIONS

- High School Diploma
- Minimum 1 year successful experience of varied and progressive secretarial responsibilities
- Proficiency Microsoft Office Suite

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and experience with records management and general administration
- Ability to operate standard office equipment including, but not limited to, computers, copiers, scanners,
- Ability to follow oral and written instructions
- Ability to perform basic research tasks and recall information quickly
- Must be able to maintain confidentiality
- Effective communication skills: written, verbal and listening
- Ability to read, write and speak fluently in the English language; bi-lingual skills a plus
- Proficiency with computer software, specifically Windows based programs including but not limited to Microsoft Outlook, Word and Excel; ability to adapt to Museum specific data management software
- Creative and effective problem solving abilities
- Proven ability to meet deadlines, prioritize job responsibilities and manage multiple projects simultaneously and manage this in a fast-paced environment.
- Ability to work independently and with little supervision/guidance; as well as being a complimentary team player.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands:** In the work environments, this position requires verbal and written conversation with others, ability to sit at a desk for a minimum of 2 hours without a break, ability of lifting/moving objects up to 25 pounds, use of hands to finger, handle or feel objects, tools or controls. Vision abilities required by the job include close vision. The employee must have the necessary keyboard and computer mouse skills as well as the ability to read a color monitor. Physical demands also include proofing correspondence, materials, and proposals.
- **Work Environment:** Work will be performed in an office environment, museum spaces and the community, both indoors and outdoors. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time. The noise level in the work environment is usually low to moderate.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.