

**Job Announcement: American Legion Administrative Assistant**      X   **Full-time**  
(Available to start as soon as   1.9.2023   or soon thereafter)           **Part-time**

This position is responsible for providing reception and clerk/office support for the administrative staff. The incumbent performs duties of moderate difficulty and complexity requiring knowledge and skill in customer service, telephone etiquette, correspondence formatting and records management.

**KEY DUTIES AND RESPONSIBILITIES**

(The listed duties are illustrative only and should not be viewed as all-inclusive or restrictive.)

- Greets and screens lobby and telephone callers; routes and/or takes messages, handles or directs unfamiliar matters to appropriate staff.
- Receives, logs-in and distributes incoming mail and prepares out-going mail on a daily basis and responds to routine requests with frequent customer service interaction and community outreach.
- Types routine correspondence, reports, labels and American Legion forms. Protects Identity information
- Performs other related duties as assigned or authorized by the Adjutant to achieve American Legion goals and objectives.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

Minimum physical exertion. While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and up to 60 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar office machines.

**MINIMUM QUALIFICATIONS:**

Education: High school diploma or G.E.D.; and

Experience: One (1) year entry-level clerical work experience; or Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

**Required Knowledge:**

Requires intermediate computer literacy of word and spreadsheet software and recordkeeping and bookkeeping principles. Must be detail oriented, with accurate data entry skills; must have effective verbal and written communication skills. Must be familiar with accounting software and records management systems.

**Skills:**

Skill in typing 45-50 wpm; accuracy and neatness are essential.

Skill in written and verbal communication.

The American Legion Department of Arizona values professionalism in its employees.

The following attributes and behaviors are identified as examples of what is expected of an employee:

- Display empathy and positive regard for others in verbal and non-verbal communications.
- Work effectively with colleagues and members by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility.
- Meet required standards of confidentiality and safety. Maintain work areas in an orderly manner.

**NECESSARY REQUIREMENTS AND CONDITIONS TO EMPLOYMENT**

Must possess a valid Arizona driver license.

Offer of employment is contingent upon successful completion of all pre-employment screening requirements.

Hiring preference for individuals who are members of The American Legion organization.