

## **Administrative Assistant**

### **Company Background**

Strategic Consulting Partners (SCP), a fast-growing woman and minority owned management consulting firm, is seeking an Administrative Assistant to support the U.S. Attorney's office in Syracuse, NY. SCP has a robust portfolio of consulting services provided across all sectors. SCP's services include strategic planning, human capital strategy and workforce development, leadership development, organizational development, and customized training solutions.

### **Summary/Objective**

This position provides administrative and secretarial support for the U.S. Attorney's office in Syracuse, NY. In addition to typing, filing and scheduling, performs duties such as financial record keeping, payroll, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. 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 in office practices or procedures.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Schedules and organizes complex activities such as meetings, travel, conferences and department activities for all members of the department.
2. Establishes, develops, maintains and updates filing system for the department. Retrieves information from files when needed.
3. Organizes and prioritizes large volumes of information and calls.
4. Answers phones for the U.S. Attorney's Office. Takes messages or fields/answers all routine and non-routine questions.
5. Acts as a liaison with other departments and outside agencies, including high-level staff such as CEOs, presidents, senior vice presidents and chiefs. Handles confidential and non-routine information and explains policies when necessary.

## **Competencies**

- Ethical Conduct
- Thoroughness
- Detail Orientation
- Personal Effectiveness/Credibility
- Problem Solving/Analysis

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

## **Position Type/Expected Hours of Work**

This is a full-time position, and typical work hours are Monday through Friday 9:00 a.m. to 5:00 p.m.

## **Travel**

Travel may be required between the Mechanicsburg, PA and Crystal City, VA offices and to Business Development functions as needed.

## **Required Education and Experience**

1. High school diploma
2. One year of administrative experience
3. Must be able to pass security clearances with the US Department of Justice

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.