



**VACANT POSITION ANNOUNCEMENT  
FOR MEA EMPLOYEES ONLY  
POSITION: ADMINISTRATIVE SECRETARY I - REGULAR**

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<b>Posting Date</b>	September 3, 2021 Noon
<b>Closing Date</b>	Open Until Filled
<b>Department</b>	Engineering
<b>Hourly</b>	\$17.61 min DOE
<b>Grade</b>	Union Scale EOA3
<b>Req No</b>	310-531
<b>Union Representation</b>	EOA
<b>Hours of Work</b>	8AM-5PM
<b>Work Location</b>	Palmer, AK

**PURPOSE**

This position provides a variety of general office and administrative support duties within the Engineering Department.

**ESSENTIAL FUNCTIONS OF THE POSITION**

1. Types a variety of correspondence and reports with a high degree of accuracy from rough drafts and machine recordings. Performs routine typing of forms and other material.
2. Maintain engineering records in an organized manner.
3. Performs a variety of copy and assembly work.
4. Sets up and/or maintain a variety of paper, film, or electronic files.
5. Scan documents for long-term document retention.
6. Provide support to the District Engineer and Engineering Coordinators, as well as assisting others in the department as needed with general administrative support.
7. Assist with the setup, tracking and closeout of work orders.
8. May schedule the use of various Association facilities, such as meeting rooms.
9. Open and distribute mail, correspondence, and documents.
10. Make travel and seminar/conference arrangements when needed.
11. Maintain the schedule of events.
12. Perform basic accounting clerical support functions for the department. This may include, but is not limited to, preparing and distributing invoices for approval, drafting and tracking requisitions and assisting with tracking and resupplying of the department's office and tool supplies
13. May receive and direct public inquires either by telephone or in person and route them to the appropriate parties.
14. Assist with budget activities.
15. Able to take verbal direction for task assignments.
16. Promotes a safety culture in which safety is a value. This culture is based on joint and individual engagement, ownership, and accountability regarding job safety and responsibility to perform work safely and adhere to safe work practices.
17. Performs the essential functions of the position in a safe and efficient manner.

The above items are not intended to be all inclusive of the essential functions or requirements of this type of work as they are subject to change based on operating necessity. The employee will also perform other related business duties as assigned by the immediate supervisor and other management personnel.

**ESSENTIAL POSITION REQUIREMENTS**

- Qualified candidates are required to have a High school diploma.
- Qualified candidates are required to have two (2) years formal post-secondary education with an emphasis on business/communications.
- Qualified candidates are required to have three (3) years directly related general office experience demonstrating progressive administrative development.
- Additional directly related experience in the general office area may be substituted for the formal post-secondary educational requirement on a year for year basis.
- Qualified candidates must have a valid Alaska driver's license (or ability to obtain as required under State of Alaska regulations) and a driving record, which is acceptable and insurable by the Association and the Association's insurance carrier at standard group rates.

**NOTE:** The Association will consider, in its sole discretion, relevant work experience in lieu of required education qualifications or other required certifications or qualifications.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Support a culture of safety excellence through active involvement in safety improvement and promote a sense of shared responsibility for safety.
- Skill in being detail-oriented, providing a high degree of accuracy in work product.
- Skill in administrative tasks and organizational skills.
- Skill in transcribing from machine recordings.
- Skill in keyboarding and editing, to include grammar, spelling, and punctuation.
- Skill in Microsoft Windows environment, to include Word, Excel, and Power Point.
- Skill in various office equipment, such as ten-key calculator, copy machine, facsimile machine, printers, etc.
- Skill in effective and professional verbal and written communication.
- Ability to conduct self as a professional and exercise good judgment.
- Ability to maintain complete confidentiality of competitively sensitive information and confidential Association records.
- Ability to meet and deal effectively with a wide variety of people.
- Ability to manage and meet multiple deadlines.
- Ability to facilitate cooperation between work groups and work functionally across all levels of the organization.
- Ability to self-motivate improvement based on successes and failures.
- Ability to analyze processes for efficiency and make recommendations for improvements.
- Embrace and embody the Association's Core Values through decisions, actions, attitude, and behavior to directly contribute to the success of the organization.

### **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 position; this list is not inclusive of all the physical demands that may be required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee will be required to:
  - Use a computer to input data and produce documents and reports.
  - Communicate through speech and hear conversations with others by telephone and in person.
  - Visual acuity to discern writing on paper to include reading language to allow filing of documents into the appropriate location, communication with others electronically, and review of documents via paper and computer format.
  - Periodically operate a vehicle.

### **ENVIRONMENTAL CONDITIONS**

- The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- This position primarily works in an office setting.

### **EMPLOYMENT STATUS**

This position is classified as a nonexempt, represented position, and is eligible for overtime compensation based on both Federal and State of Alaska laws. All Association employees are expected to work widely varying amounts of either (1) unscheduled overtime such as during power restoration activities; or, (2) scheduled overtime required to accomplish special projects.

MEA requires a post offer substance abuse test. Any positive test result or refusal to consent will disqualify an applicant from employment.

MEA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by local, state or federal law.

Individuals with disabilities who require reasonable accommodations to participate in any portion of the application or interview process should advise MEA in advance by calling 907-761-9218.

To apply, please visit [www.mea.coop](http://www.mea.coop) by the closing date.

Matanuska Electric Association, Inc.

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Telephone: (907) 761-9218/ Fax: (907) 761-9264

MEA is an Equal Employment Opportunity Veterans/Disabled employer.