



## Barrow Utilities and Electric Cooperative, Inc.

PO Box 449  
Utqiagvik, Alaska 99723  
Phone 907-852-6166  
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### Job Description

<b>Job Title:</b>	Administrative Assistant	<b>Supervises:</b>	Non-Supervisory
<b>Division:</b>	Electric Distribution	<b>DOT Safety Sensitive:</b>	No
<b>Reports to:</b>	Electric Distribution Superintendent	<b>FLSA Status:</b>	Non-exempt, hourly
<b>Union status:</b>	Non-Union	<b>Date:</b>	January 28, 2025
<b>Status:</b>	Full-Time, Permanent	<b>Work Schedule</b>	Monday – Friday 8am – 5pm
<b>Pay Grade</b>	4	<b>Salary</b>	\$28.38/hourly DOE

#### **Summary:**

Provide a wide range of administrative and clerical support services to the department.

#### **Essential Duties and Responsibilities:**

The duties include but are not limited to the following:

- Scheduling and coordinating meetings, appointments, and travel arrangements.
- Composing and preparing correspondence, including emails, letters, and memos.
- Maintaining and updating files, databases, records, and spreadsheets.
- Assisting with the preparation of reports.
- Preparing time sheets for employees and keeping daily records of attendance.
- Processing documents and maintaining department document logs as required.
- Attending meetings, taking and transcribing meeting minutes.
- Maintaining file integrity and confidentiality.
- Assuring the accuracy of the electronic and paper filing systems.
- Entering information into computer tracking systems.
- Scheduling, preparing, and proofreading documents for distribution.
- Assisting in preparing grant applications and coordination of grant and state programs.
- Perform other duties as assigned.

#### **Knowledge, Skills and Abilities:**

- Knowledge of BUECI's Policies and Procedures.
- Skill in strong organizational and time management with the ability to prioritize tasks and meet deadlines.
- Skill in drafting and completing accurate reports, technical documents and correspondence.
- Skill in using computers and a variety of software applications to include Microsoft Office Suite.
- Ability to effectively communicate, interpersonal skills both written and verbal, while maintaining confidentiality.

- Ability to work independently and as part of a team.
- Ability to lift up to 40lbs regularly.

**Education, Experience, Certifications, and License Required:**

- High school diploma or equivalent.
- Three years of clerical and computer experience.
- Valid Alaska driver's license with a satisfactory driving record.

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

- Prolonged periods sitting, bending, and kneeling.
- Prolonged periods of sitting at a desk working at a computer.
- Ability to lift up to 40lbs regularly.

**Work Environment:**

Work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment varies from low to moderate.

This job description does not constitute a written or implied contract of employment. 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. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

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