

Alaska Mental Health Trust Land Office
Administrative Assistant
Trust Resource Technician Range 12

The Alaska Mental Health Trust Land Office (TLO) is recruiting for an Administrative Assistant position located in Anchorage. This position provides front desk reception duties and assists in providing administrative duties for an office staff of 18. This position is a Range 12, with a starting salary of \$40,000, depending on experience. This is a full-time, exempt position with state benefits.

The incumbent must be able to work productively and independently in high pressure situations, be detailed and organized, and possess the ability to work with a wide variety of people in a professional and friendly manner. A strong work ethic with reliable attendance and punctuality is a must.

Key responsibilities include, but are not limited to:

- Reception duties; answer telephones, route phone calls and address the public as they enter the office; serve as the first point of contact for the Trust Land Office;
- Open and distribute mail;
- Maintain the office Outlook Calendar; and schedule appointments;
- Manage bi-monthly timesheet submittal for all staff; review and submit;
- Maintain office filing system; hard copy and electronic;
- Assist TLO staff on a daily basis providing general administrative support with document preparation, filing, answering questions, etc.;
- Perform administrative, financial and small procurement tasks such as ordering office supplies, and computers and reconciling invoices in IRIS (an accounting and document management system for the State of Alaska);
- Create and maintain Excel spreadsheets and draft correspondence;
- Complete travel, hotel and rental car requests for multiple staff members working with the State Travel Office (STO) and reconcile payments using the state issued credit card and IRIS;
- Complete research as requested; gathering information and statistics;
- Develop and maintain project management tools within Document Locator, an information management system;
- Create, modify and maintain forms and templates used by all staff within Document Locator;
- Prepare Document Locator payment receipts;
- Maintain Document Locator check receipt log;
- Liaise with the DNR Commissioner's Office and follow through with requested activities;
- Liaise with the Alaska Mental Health Trust Authority staff and the Trust Board of Trustees;
- Perform miscellaneous queries in Revenue & Billing (R&B) and the Land Administration System (LAS);
- Maintain current editions of the Alaska Statutes and the Alaska Administrative Code at all times;
- Assist staff with IT/Technical issues;
- Assist with Document Locator document control efficiencies and procedural revisions when called upon;
- Maintain renewal contracts for office printers and computers, and schedule maintenance;
- Maintain TLO vehicles scheduling routine maintenance and standard oil change appointments, etc. with State Equipment Fleet (SEF);
- Act as back-up for the Executive Assistant when absent;
- Other duties as assigned.

Our ideal candidate will have some or all of the following desired strengths:

- Ability to interact well with professional level staff;
- Ability to provide outstanding customer service;
- Ability to use discretion when resolving sensitive and confidential matters;
- Proficiency in Word, Excel, email, and use of the internet;
- Self-motivated and capable of independent work as well as a team setting;
- Possess excellent oral and written communication skills;
- Possess considerable knowledge of correct business practices, correspondence, and typing formats, including English grammar, composition, spelling, and punctuation;
- Experience that demonstrates an ability to work efficiently and produce consistent quality work with numerous interruptions throughout the day;
- Strong organizational skills with the ability to multi-task and manage changing priorities;
- Openness and flexibility in the approach to developing new knowledge and skills;
- Familiarity or experience with State of Alaska software programs such as IRIS (a document management, work-flow mandated system), ALDER (a financial-information database), Revenue & Billing, or LAS (Land Administration System);
- Experience with land and/or other natural resources; and
- A strong work ethic with reliable attendance and punctuality.

Minimum Qualifications

1. Proficiency in Microsoft Office Suite: Word, Excel, Outlook.
2. One year of experience in an administrative role.

How to Apply

Candidates who wish to apply for the position must submit a cover letter, resume (limit to two (2) pages), and the names and phone numbers of three professional references, at least one being from a current or former supervisor. Please note that the cover letter will be used as a writing sample. Inquiries will be kept confidential.

Employment documentation should be addressed to Sarah Morrison, Chief Administrative Officer, Trust Land Office, 2600 Cordova Street, Suite 100, Anchorage, AK 99503. Documents can also be emailed to Sarah.Morrison@alaska.gov or faxed to 907-269-8905.

Recruitment will remain open until the position is filled.

This is a complete copy of the position description. Additional copies can be viewed at the Trust Land Office website: www.mhtrustland.org

The State of Alaska is an equal employment opportunity employer and supports workplace diversity. Individuals requiring accommodation should call 1-800-587-0430 V/1-800-770-8973 TTY/TDD (Relay Alaska).