

Administrative Assistant

The Administrative Assistant will manage administrative-related aspects of the office and provide clerical support for the Executive Director, Deputy Director, Director of Finance, and General Counsel. Offer administrative support to all staff, including email groups, reporting, and other tasks as needed. The Administrative Assistant also serves as the MUSL receptionist, answering and directing incoming phone calls as well as visitors to the MUSL offices.

The Administrative Assistant is also part of the MUSL Draw staff, performing scheduled drawings on an ongoing basis. As part of the MUSL Draw staff, the Administrative Assistant will update drawing information, including winning numbers, pay-outs and other necessary reports.

Administrative: Main Job Tasks and Responsibilities

- Manage, order, and stock general office supplies; arrange for maintenance/repair of office equipment.
- Greet and handle/redirect visitors/callers.
- Receive mail and packages and arrange for sending of mail and packages.
- General clerical duties to include but not limited to photocopying, faxing, mailing and filing.
- Clerical support for all staff.
- Notary services as required.
- Open/monitor all incoming mail/packages and report cash, gifts, or other suspicious materials to Executive Director or Deputy Director.
- Provide backup support for Drawing manager on draw nights.
- Maintain and update website files, pre/posttest draw lists.
- Control and update e-mail addresses and group email addresses on the Exchange Server.
- Update online and printed phone directory; update other office records.
- Communicate with participating lottery administrative assistants to call for timely responses for MUSL questions and to respond to administrative requests for information.
- Miscellaneous office duties/special projects as requested.

Draw Staff: Main Job Tasks and Responsibilities

- Ensure policies and procedures are followed at each drawing.
- Select and test all equipment chosen for the drawings, in accordance with procedures.
- Conduct drawings, record data and present final reports to the jurisdictions through the Draw Reporting System.
- Collect all completed forms for filing after the drawings.
- Maintain a complete and accurate historical file of all drawing forms and tapes.
- Perform all duties associated with the maintenance, repair and certification of all equipment used in conducting the drawings as directed by the Director of Draws and Productions.
- File the Report of Independent Accountants sent monthly.
- Maintain strict confidentiality of procedures, passwords, and other sensitive information.
- Report any issues or problems relating to drawings directly to the Director of Draws and Productions.
- Work with independent auditors to complete required documents for each drawing.
- Perform Repetitive detail-oriented tasks in a time sensitive environment.
- Required to work evenings, weekends, and holidays.

Experience and Education

- BA/BS preferred or comparable combination of education and/or experience
- 2 years general office experience
- Competent in basic computer skills including, Microsoft Word, Excel
- Sound professional judgment
- Knowledge of basic office equipment, copiers, faxes

Key Competencies

- Organization and planning skills
- Critical thinking and problem solving
- Ability to multi-task and prioritize
- Adaptability
- Confidentiality
- Attention to detail and accuracy
- Communication skills
- Stress tolerance
- Initiative
- Dependability
- Teamwork
- Information gathering and monitoring skills