



**Polk County Republican Party
Central Committee (PCRCC)
Contract Position Description**

Job Title	General Office Assistant
Type (Volunteer or Paid)	Paid-Part Time-Non Exempt

Major Purpose:

The General Office Assistant (GOA) is a part time position, which is primarily responsible for office support and administrative functions in support of the Officers and Committee Chairs of the Polk County Republicans.

The GOA is not an “Executive Director” as this term implies a broad set of operating powers that are not appropriate for our organization. Our operating model is unpaid volunteers planning and executing core processes, i.e. processes that are critical and that we can competently master with a volunteer staff.

The Polk County Republicans will use a professional human resource staffing company for the GOA position.

The GOA is a working level position. It requires full proficiency in general office functions as well as the ability to learn and use a significant level of technical knowledge associated with our unique processes and procedures. The GOA must work with considerable independence and exercise judgment and discretion in handling assigned responsibilities, including the ability to resolve problems, exceptions and variations in the work. The GOA may play a role in training or guiding volunteers and interns.

Duties:

The following tasks and responsibilities are typical of positions in this job family and vary significantly from department to department and from position to position.

1. Greets party volunteers and other party members interested in our activities, by phone, in person or through electronic media. Assesses members needs and explains services, processes, procedures and guidelines. Handles requests/transactions or directs the person or matter to the proper sources. Assists in resolving problems and ensuring satisfactory service.
2. Processes forms or applications to ensure accuracy and completeness; computes or verifies data, fees or payments, enters data and forwards or files paperwork.
3. Uses a personal computer and a variety of office software applications including word processing, Email, and file management. Prepares documents in Word from scratch or



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using predefined templates and form letters. Creates or maintains files in Excel. May create PowerPoint presentations and use Access or other databases.

4. May assist in maintaining the department's web and intranet pages and use web publishing software to create documents and other web-based resources. Maintains the calendar of events linked on the website.

5. Operates other office equipment such as printers, copy machines, fax machines. May serve as liaison with service and vendor personnel.

7. Make extensive use of Access and Internet records (RNC Voter Vault). Enter information, ensure the accuracy and completeness of the data and generate reports or outputs as needed.

8. Performs research and data gathering activities and may prepare reports or summaries of information. Prepares or maintains reports or records and other statistical or quantitative data.

9. May serve as receiver of mail or correspondence for key Officers. Opens or reviews correspondence and determines proper disposition.

10. May have some or all responsibility for department supplies and inventories. Tracks status and orders, purchases, maintains or distributes as needed.

11. Files documents and may be responsible for developing or modifying filing practices, including use of electronic rather than paper records.

12. Coordinates and organizes meetings, and other department activities and functions. May schedule or obtain use of rooms and may set up rooms and equipment for use.

15. May assist in developing or revising procedures, practices and forms.

16. Attends and participates in meetings and committees and may take minutes or notes and perform follow-up activities.

17. May provide administrative support or assistance in certain defined areas to officers or committee chairs, e.g. manage bulk postal mailings and emailing to large distribution groups.

18. May receive, record and/or track incoming payments receipts and makes proper distribution of records and funds. Researches and resolves discrepancies and makes proper accounting distribution.



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19. May provide training and informal guidance and direction to volunteers or interns.

May perform other duties as assigned.

Qualifications: (Skills, Knowledge, Education, Experiences:

- Must be a Registered Republican in Polk County, IA.
- Must be competent with Microsoft Office (Outlook, Excel, Word, PowerPoint and Access).
- Should have three years of office assistant experience. College or business school training may be substituted for up to two years of the required experience.
- Should have a strong record of personal morality and integrity.
- Should have personal skills to interact effectively with donors, elected officials, media correspondents, party volunteers and voters.

Approvals:

	Chairman	Co-Chairman	Executive Committee	Central Committee
Signature			Majority	Majority
Date				