

JOB DESCRIPTION

Upper Columbia Conference of Seventh-day Adventists

Job title: Administrative Assistant

Category: Part Time (19 hrs./week)

Classification: Non-exempt/hourly

Date written: November 2025

Department/Location: Trust Services/
Spokane, WA

Wage grade/range: 60-76%

Supervisor's title: Department
Director/Corporation Secretary

POSITION SUMMARY:

Performs diverse Trust management, Corporation legal document handling, client appointments, and attorney communication. Requires absolute confidentiality, tact, friendliness, and effective interpersonal skills.

AUTHORITY, ACCOUNTABILITY:

Authority as delegated by the supervisor. Work is performed with very limited supervision. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently.

ESSENTIAL JOB FUNCTIONS:

- Assist with audit compliance in Trust workflow
- Assist customers on the phone and in person
- Work with records in Trust software
- Create and maintain files for documents (Trusts, Wills, Annuities, Corporation-owned properties)
- Coordinate asset activity with Trusts (Bank Accounts, Bonds & Stocks, Savings & Mutual Funds, Receivables & Contracts, Real Estate, etc.)
- Maintain record of fire insurance coverage for properties in Trust
- Follow up on Trust review findings (internal and external)
- Perform related duties and special projects as assigned

KNOWLEDGE AND SKILL:

Must exhibit initiative. Adaptable, able to evaluate priorities and aid supervisor in planning and organization. Ability to perform office support duties with speed and accuracy.

REQUIREMENTS AND APTITUDE:

Must be a member in good standing of the Seventh-day Adventist Church. Must be proficient with Windows, Word, Excel, Adobe Acrobat. Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (including computer, etc.), and English usage (spelling, grammar, punctuation, etc.). Position requires keyboard speed with accuracy. Must be able to facilitate good communications among departmental staff, other departments and outside personnel.

PHYSICAL REQUIREMENTS:

Must be able to read, speak and hear. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by Upper Columbia Conference *Hourly Employee Handbook*,

are required. Overtime is never permitted without supervisor's prior approval.

WORK CONDITIONS:

Essential responsibilities are performed primarily in a sedentary environment. Tasks are usually performed under normal office conditions. Work area is well lighted and ventilated.

BENEFITS:

As part-time (less than half time), non-exempt, this position is eligible for the following benefits:

- Paid Sick Leave

Upper Columbia Conference Idaho and Washington locations are not eligible for Unemployment Benefits.