

Administrative Assistant Position Description

About the Commission

The Medicaid and CHIP Payment and Access Commission (MACPAC) is a non-partisan legislative branch agency that provides policy and data analysis and makes recommendations to Congress, the Secretary of the U.S. Department of Health and Human Services, and the states on a wide array of issues affecting Medicaid and the State Children's Health Insurance Program (CHIP). The U.S. Comptroller General appoints MACPAC's 17 commissioners, who come from diverse regions across the United States and bring broad expertise and a wide range of perspectives on Medicaid and CHIP.

MACPAC serves as an independent source of information on Medicaid and CHIP, publishing issue briefs and data reports throughout the year to support policy analysis and program accountability. The Commission's authorizing statute, 42 USC 1396, outlines a number of areas for analysis, including:

- payment;
- eligibility;
- enrollment and retention;
- coverage;
- access to care;
- quality of care; and
- the programs' interaction with Medicare and the health care system generally.

MACPAC's authorizing statute also requires the Commission to submit reports to Congress by March 15 and June 15 of each year. In carrying out its work, the Commission holds public meetings and regularly consults with state officials, congressional and executive branch staff, beneficiaries, health care providers, researchers, and policy experts.

Major Duties

The administrative assistant provides administrative support to MACPAC staff and is the first point of contact for MACPAC guests and callers. In addition to answering the main phone line, formatting and editing documents, and keeping the front office presentable, the administrative assistant will assist with making meeting arrangements, obtaining supplies, coordinating mailings and working on special projects. The administrative assistant reports to the administrative officer.

Reception/Office Maintenance

- Greets guests and answers phones in a polite and professional manner, promptly delivers phone messages to staff, and fields/answers questions;
- Coordinates with the administrative officer to ensure coverage of phones and front desk at all times during the business day;



- Sorts and distributes daily mail, and mails MACPAC correspondence upon request;
- Assists with coordination of meetings in MACPAC's conference rooms; including scheduling, setting up conference calls, arranging tables and chairs, receiving catering deliveries, and cleaning up after events.
- Maintains internal directories and mailing lists for vendors;
- Keeps inventory of office supplies and notifies Administrative Officer when supply orders need to be placed;
- Receives supply deliveries, verifies correctness of delivery and stocks supplies;
- Ensures that printers are in working order and are stocked with paper and toner daily. Orders new toner when needed;
- Monitors Canon printer meter readings monthly to insure accuracy of billing.
- Ensures neatness of the entryway and lobby;
- Corresponds with building management for maintenance orders, repairs, and visitor information;
- Picks up office newspapers and journals. Resolves delivery issues as necessary.

Commission Meetings/Report Mailings

- Works independently and with a team on projects, which may include: assisting with the planning, and execution of Commission meetings, preparation of electronic and printed materials, disseminating information, and coordinating MACPAC publication and report mailings. May be asked to provide on-site support during events.
- Prepare traveler reimbursement forms ensuring that claimed expenses follow MACPAC travel rules.

Staff Support

- Acts as a resource to staff to assist them with creating general correspondence, memos, charts, tables, calendars (Google and Outlook), graphs, etc.;
- Formats, proofreads and produces documents in MS Word, PowerPoint or Adobe; checks for accuracy of spelling, grammar, formatting and layout, making appropriate changes;
- Supports staff with printing, filing and other administrative tasks;
- Maintains physical inventory of office furniture and non IT equipment;
- Maintains and updates library of newspaper, journal and magazine subscriptions.
- Monitors, tracks and responds to job applications received through resumes@macpac.gov. Schedules Interviews as necessary.
- Serves as a member of the Emergency Response Team
- Assists Administrative officer with orientation process for new employees
- Collects timesheets and leave slips every two weeks.

Other Duties

Please note 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. Duties, responsibilities and activities may change at any time with or without notice.



Skills and Experience

- Bachelor's degree or equivalent work experience
- Two to five years of administrative work experience
- Skill in organizing resources and establishing priorities
- Excellent verbal and written communication skills
- Ability to take initiative, work independently, assess priorities, meet deadlines, and manage multiple activities with a high level of efficiency
- Experience working with a team
- Excellent organizational skills and attention to detail and accuracy
- Ability to quickly and accurately compose, format, and proofread written documents
- Advanced knowledge and facility with various software applications, particularly MS Word, PowerPoint, Excel (experience creating mail merges and Excel formulas desired), and Adobe Suite
- Must be able to lift up to 30 pounds, rearrange tables and chairs, and operate collapsible wall partition.

Other Important Information

Applicants must be U.S. citizens. This is full-time position based in Washington, DC. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines. The noise level in the work environment is usually moderately quiet. The work environment is primarily indoors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position does not travel.

All MACPAC employees are considered employees of the U.S. Senate with access to federal benefits and subject to the rules governing staff employees of the U.S. Senate. Information relating to health and other benefits with the federal government can be found at www.opm.gov. Salary commensurate with experience.

MACPAC is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.

Application Process

An application cover letter, e-mail or phone contact and resume should be submitted to resumes@macpac.gov. Applications will be held in strict confidence. After submitting your application for this position, you will receive an e-mail confirming receipt of your application materials. MACPAC will contact you if we decide to schedule an interview or require additional information or references.

