

CLASSIFICATION SPECIFICATION

Administrative Assistant I

FT/PT Class Code: 4103, 4603 Pay Grade: B/C 07 FLSA: Non-Exempt Est. 07/01/14

SUMMARY STATEMENT: An incumbent is responsible for providing basic administrative support to an administrative or technical supervisor and unit staff.

NATURE AND SCOPE:

An incumbent reports to an administrative or technical supervisor and may supervise subordinates and/or College Work Study students. The incumbent serves in a liaison capacity between the supervisor and faculty, students, the public and/or other departments within the College. A significant aspect of this work involves providing guidance and consultation to faculty, staff, students, and the public on routine matters.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Acts as liaison between supervisor and faculty, other departments, students, and the public and provides guidance on routine matters. May maintain supervisor's calendar.
2. Formats and types memoranda, correspondence, reports, newsletters, financial/legal documents, contracts, cases, charts, and similar materials from written drafts using word processing software. Materials may contain difficult terminology and confidential information.
3. Reviews and routes incoming mail; composes routine reply for employer's signature; maintains a follow-up filing system on correspondence; may forward copies of correspondence to other department officials for their information and response.
4. Answers telephone, gives routine information to callers, transfers calls to appropriate official, places outgoing calls, and schedules appointments for supervisor resulting from public contact. Greets visitors, ascertains nature of business, and directs visitors to appropriate staff person.
5. Arranges details for staff, Board, committee, commission, and other meetings, conferences, hearings, and travel, including schedules, reservations, location of function, seating of guests, and other scheduling responsibilities; completes expense forms; takes or arranges for the taking of minutes of meetings, conferences, etc.
6. Establishes and maintains complex filing system for the unit, including follow-up files. Orders supplies.
7. Keeps a variety of logs and unit records, such as staff time and leave, financial documents, and other records. Collects and compiles data into final form for review by supervisor.
8. Maintains basic databases and may prepare basic statistical reports. Assists with budget preparation. Processes registrations and payments for students as assigned. May process some travel requests.

PRINCIPAL ACCOUNTABILITIES, cont'd:

9. May supervise clerical employees and/or College Work Study students.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of administrative principles and procedures.
- ◇ Knowledge of unit operations, services, programs, and College/campus organization.
- ◇ Knowledge of word processing, spreadsheet, and database software.
- ◇ Knowledge of business English, grammar, punctuation, spelling, and composition.
- ◇ Knowledge of filing and recordkeeping techniques and procedures.
- ◇ Excellent keyboarding, word processing, communication, decision-making, critical thinking, and organizational skills.
- ◇ Good interpersonal and communication skills.
- ◇ Skill in searching files and records for information.
- ◇ Skill in recording and compiling data accurately.
- ◇ Ability to effectively communicate, both orally and in writing.
- ◇ Ability to oversee the work of clerical/support employees.
- ◇ Ability to read, apply, and explain rules, regulations, policies, and procedures.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED and four (4) years of relevant experience; or other equivalent combination of education and experience.