Administrative Assistant II (0706)

**Basic Purpose/Job Function:** Serves a lead supervisor with the responsibility to organize and coordinate clerical and accounting functions following established standards.

**Examples of Titles Replaced:** Administrative Assistant II

**Typical Functions May Include:**

1. Supervising and coordinating clerical and accounting functions
2. Conducting meetings
3. Researching problems and clarifying misunderstandings
4. Collecting and analyzing data
5. Changing office procedures for a more efficient operation
6. Planning and coordinating special projects
7. Preparing reports, budgets and correspondence
8. Controlling internal reporting and filing systems
9. Responding to fiscal, budget and policy changes
10. Participating in the formulation of and changes to departmental and management policies
11. Performing other related duties as assigned.

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** Supervises, trains and evaluates clerical support staff.

**Supervision Received:** Receives limited supervision; determines action to be taken handling all but unusual cases.
Administrative Assistant II (0706)

Minimum Qualifications:

- **Education**: Associate Degree  
  **Type**: Determined by Department

- **Experience**: 30 – 48 months  
  **Type**: Office Management

- **Skills**: Good organizational skills; creativity in composing or presenting oral and written communication; excellent computer skills

- **Special Requirements**: Regular pressure to meet productivity standards; frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; requires contact with other departments and university officials; may be required to lift, bend, stoop and carry.

- **Licenses**: Determined by the nature of the position and/or department

- **Certifications**: Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.