Administrative Assistant I (0705)

Basic Purpose/Job Function: Organizing, coordinating and performing clerical duties following established standards.

Examples of Titles Replaced: Administrative Assistant; Administrative Secretary, Lead Word Processing Operator; Library Technician III, Office Manager

Typical Functions May Include:

1. Assuming day-to-day responsibility for coordinating and performing specialized clerical functions
2. Answering office correspondence or drafting replies to complex correspondence
3. Answering questions, providing information and handling complaints for internal and external customers
4. Planning and coordinating special projects
5. Performing research
6. Scheduling appointments and making travel arrangements
7. Establishing and maintaining filing systems including confidential records
8. Manipulating pre-packaged software to accomplish specific tasks
9. Participating in the formulation of and changes to departmental policy
10. Assisting with preparation of budgets
11. Maintaining budgetary records
12. Approving departmental expenditures within predetermined guidelines
13. Collecting and disseminating information for internal and external customers
14. 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 and trains clerical support staff.
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**Supervision Received:** Receives limited supervision; determines action to be taken, handling all but unusual cases.

**Minimum Qualifications:**

- **Education:** Associates Degree **Type:** Determined by department
- **Experience:** 18 - 36 months **Type:** Office Management
- **Skills:** Good organizational skills; creativity in composing or presenting oral and written communication; ability to perform basic math functions including fractions and percentages; proficient in spreadsheet and word processing applications
- **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.