Program Assistant II (0873)

Basic Purpose/Job Function: Performing clerical and secretarial duties following specific rules and instructions.

Examples of Titles Replaced: Conference Registration Specialist, Conference Specialist

Typical Functions May Include:

1. Drafting, typing and proofreading memoranda, letters, reports and records
2. Scheduling appointments and making travel arrangements
3. Providing information regarding location or availability of materials, resources and services
4. Answering and routing phone calls
5. Greeting and routing office visitors
6. Compiling data and making charts and graphs
7. Arranging for conference room and equipment setup
8. Copying, assembling and distributing conference materials
9. Maintaining conference files, records and registration information
10. Handling cash and other valuables
11. Opening, routing and preparing incoming and outgoing mail
12. Maintaining office supply inventory
13. Running errands
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: Has no regular supervisory responsibility. May assist in training and mentoring new personnel that perform similar duties

Supervision Received: Receives general supervision; is expected to follow standard practices, referring cases outside of standard procedure to supervisor

Minimum Qualifications:

- Education: High School diploma or GED
- Experience: 6 - 12 months    Type: Office Clerical
- Skills: Knowledge of correct grammatical structure, vocabulary and formats; ability to perform basic math functions and read and understand written materials; word processing
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- **Special Requirements**: May be required to bend, lift, stoop, carry and be exposed to temperature changes. May require a background check.
- **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.