Program Assistant I (0872)

Basic Purpose/Job Function: Performing routine clerical duties following specific rules and instruction.

Examples of Titles Replaced: Advanced Programs Field Assistant, Site Coordinator

Typical Functions May Include:
1. Operating standard office machines, duplicating and word processing equipment
2. Answering and routing phone calls
3. Making copies and assembling materials
4. Maintaining filing systems and records
5. Making travel arrangements
6. Running errands
7. Opening, routing and preparing incoming and outgoing mail
8. Compiling reports using prescribed formats
9. 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 train others in similar positions

Supervision Received: Receives specific supervision

Minimum Qualifications:

- **Education**: High School diploma or GED
- **Experience**: 0 - 9 months  
  **Type**: Office Clerical
- **Skills**: Ability to perform basic math functions; word processing skills
- **Special Requirements**: May be required to bend, lift, stoop, walk, 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.