



## JOB DESCRIPTION

<b>JOB TITLE:</b> Administrative Assistant I	<b>FLSA:</b> Non-Exempt
<b>Department</b> As Assigned	<b>Date:</b> 5/19/2015
<b>Security Sensitive:</b> Yes	<b>Grade:</b> A-13
<b>Reports To:</b> As Assigned	

### **Job Summary**

Assists in the everyday operation of the assigned office. Performs a variety of support duties which requires a range of skills and knowledge of organizational policies and procedures while maintaining a confidential environment.

### **Essential Functions**

- Performs all secretarial duties required by the Supervisor to support all special projects;
- Maintains a schedule of appointments for the Supervisor;
- Assists with processing in-coming and out-going mail, including email;
- Plans daily to accomplish the assigned tasks along with routine jobs to meet established deadlines;
- Schedules meetings for committees or sub-committees called by the Supervisor, issues notices, agendas, and serves as the secretary for these committees;
- Keeps accurate electronic records of monthly ledgers noting expenditures, account transfers, and remainder in each account;
- Creates and maintains course master database and semester schedules in the computer system;
- Exercises professionalism in use of correct grammar, work attendance habits and attire;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
- Other duties as assigned.

### **Minimum Education, Skills and Ability**

- Must possess a High School Diploma or GED (Associate Degree preferred) with two years secretarial experience, office training, or related experience;
- Must possess excellent knowledge and experience using Microsoft Word, Microsoft Office, Excel, and Access;
- Must be able to structure work assignments to produce maximum quality and quantity with a minimum of supervision;

- Must possess a cooperative attitude and a dedication to the mission of the College, along with the ability to communicate well with people and to maintain harmonious working relationships.
- A general knowledge of College operations and procedures coupled with a strong working knowledge of computer skills to include new software the College acquires.

**Work Environment**

- Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).

**Special Requirements**

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

