

ADMINISTRATIVE ASSISTANT

DEFINITION

Under the general direction of the administrative staff performs a wide variety of independent, para-professional tasks relating to the department to which assigned and provides functional supervision for general clerical positions.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the department administrator.

Supervision is exercised over clerical support personnel.

EXAMPLES OF DUTIES

Assists the administrator with the preparation of the annual budget.

Maintains computerized records and monitors expenditures for all activities.

Monitors budget expenditures.

Assists the administrator in preparing reports and/or correspondence directly related to the functions and operations assigned.

Orders and maintains records of all materials acquired.

May coordinate exhibits and activities including but not limited to art exhibits, Advisory Committee, Faculty, Staff Training Programs or Patron's Club.

Makes recommendations, places orders, and maintains records for the purchase of office equipment and supplies.

May supervise the work of a Typist Clerk II; assigns and corrects work; determines priorities and evaluates.

May supervise the distribution of student hours in all sections and maintains records for same.

May prepare and post vouchers for all incoming payments.

Prepares deposit statements; writes checks; balances and updates check book.

EXAMPLES OF DUTIES (continued)

May maintain general ledger and balance sheet for all incoming and outgoing funds.

Maintains records of hours worked and/or sick leave usage.

Types requisitions, service contracts, work orders, and personnel reports.

Processes and maintains time reports for student assistants and hourly classified positions.

May coordinate and maintain calendar of room usage.

QUALIFICATIONS

Knowledge of:

Budget recordkeeping practices and procedures.

Knowledge of modern office methods, procedures and practices including computer software programs.

Basic supervision.

Ability to:

Prepare and maintain complete and accurate reports.

Interpret policies and procedures.

Operate office equipment.

Assist in budget preparation, and monitor accounts.

Maintain good relationships with faculty, staff and public.

Type or keyboard accurately at rate of 40-words-per-minute.

EMPLOYMENT STANDARDS

Minimum Requirements:

Three years of increasingly responsible clerical experience preferably in a non-profit or public agency.

One year of course work in business or a related field may be substituted for one year of administrative assistant experience.

EMPLOYMENT STANDARDS (continued)

Desirable:

Courses in bookkeeping, budgeting or related areas.