



Administrative Assistant I

Classified Range: 33

Board Approved: 11/18/21 P. 1|4

SUMMARY DESCRIPTION

Performs a variety of difficult and complex general administrative, and clerical duties in support of assigned area.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant I classification is distinguished from the Administrative Clerk classification by the performance of the full range of general administrative and complex secretarial duties including recording and taking meeting notes, purchasing and budgeting.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of administrative support duties to assist the supervisor in meeting reporting requirements, functional responsibilities, and research objectives; informs assigned supervisor and others of essential timelines; coordinates the flow of activities through the office in relation to priorities and schedules.
2. Develops and maintains assigned calendars, schedules, and appointments; coordinates and arranges meetings; coordinates activities with other areas.
3. Interacts and relays information, questions, and decisions regarding supervisor's area of assignment; responds to routine questions and requests for information; prepares preliminary responses for assigned supervisor's approval.
4. Provides support for supervisor in meetings and committees as assigned; attends meetings and take notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
5. Performs a variety of clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; receives and processes invoices; maintains a variety of accounting records, logs, and files; compiles information and data for statistical and financial reports; checks and tabulates data.
6. Assists supervisor in budget administration; tracks budget activity and resolves budget issues and problems; posts, monitors, and tracks invoices and other expenditures; prepares purchase requisitions.
7. Assists in payroll processing functions for assigned area including to prepare payroll forms and maintain records for timesheets and various authorizations.



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8. Orders supplies and equipment as needed; oversees their timely receipt and storage; schedules maintenance and repairs as needed.
9. Responds to routine questions and requests for information
10. Establishes and maintains, interrelated filing systems; collects, compiles, and records narrative, statistical, and financial data and other information; researches and verifies information as requested.
11. Types, formats, proofreads, duplicates, and distributes a wide variety of correspondence, reports, notices, schedules, lists, forms, and other materials.
12. Assists in preparing Board agenda items in assigned area and provides supporting documents as necessary.
13. Receives mail and identifies and refers matters to the supervisor in order of priority.
14. Enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.
15. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **



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Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks



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- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of high school.

Experience:

Three (3) years of responsible secretarial experience involving a high level of public contact.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.