

Administrative Assistant I

Dept/Div: ClericalN/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative support work serving as a receptionist, performing basic administrative duties and functions in relation to the operation of a department within the District, and related work as apparent or assigned. Work is performed under the moderate supervision of the Assistant Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Performs basic administrative support tasks including answering phones, screening and forwarding calls and mail, addressing inquiries, processing invoices, scheduling appointments and meetings, typing, gathering and entering information, preparing reports, creating and maintaining electronic and paper files and ordering and maintaining supplies.

Serves as office receptionist welcoming guests and relaying basic information.

Manages records and reports related to department objectives using existing procedures or devising new methods as necessary.

Prepares, edits, coordinates and forwards records, files and reports according to well established standards or readily available sources.

Develops and revises work procedures, methods and necessary forms.

Knowledge, Skills and Abilities

General knowledge of office management techniques and equipment; general knowledge of business English, spelling and arithmetic; comprehensive skill in organizing work flow and coordinating activities; general skill in operating personal computer equipment and related office and accounting software; ability to analyze and interpret policies and procedural guidelines; ability to type at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to compute rates, ratios and percentages; ability to communicate effectively, both orally and in written form; ability to resolve problems and inquiries; ability to establish and maintain effective working relationships with students, staff, associates and the general public.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, crouching, crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately quiet location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 9/27/2011

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