

Administrative Assistant

Reports to:
Classification:
Date:

Department:
Division:
Approved:

JOB SUMMARY:

Under administrative review, is responsible for initiating and coordinating the clerical and secretarial functions required in effective implementation of administrative policies of a major academic or administrative unit.

General administrative review of objectives is provided by a designated administrator. Employees in this class are usually responsible for directing the work of clerical employees in lower classifications.

ESSENTIAL FUNCTIONS:

1. Performs typing and transcription duties as required.
2. Establishes procedures that implement operational and/or fiscal policies.
3. Interprets policies and procedures as established by superiors.
4. Compiles data based on research techniques and on statistical compilations involving an understanding of operating unit programs, policies, and procedures.
5. Drafts financial, statistical, narrative, and/or other reports as requested.
6. Provides authoritative information that tends to establish precedents and which may commit a unit or superior to a policy or course of action.
7. Independently composes reports and correspondence containing decisions that tend to establish precedents and which may commit a unit or superior to a course of action.
8. Arranges, participates in, and implements, as directed, conferences and committee meetings.
9. Coordinates the activities of, and provides semiprofessional service to, university committees.
10. Signs in behalf of superior, as delegated, his or her name to correspondence, requisitions, vouchers, and other forms of consequence.
11. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to accurately deal with difficult dictation.
2. Ability to perform difficult typing duties.
3. Administrative ability.
4. Supervisory ability.
5. Community college graduation (or equivalent) in appropriate field.
6. Five (5) years of clerical experience, three (3) of which must have included supervision, organization, coordination, and performance of duties at a responsible level.

QUALIFICATIONS:

1. University graduation in business administration.
2. Clerical and supervisory/administrative experience beyond minimum required.