

Position: Administrative Office Assistant I	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 109

### **Summary**

Performs a variety of office secretarial and general clerical support duties, usually following well-established policies, procedures and methods. Assignments can be in instructional or administrative areas, but are usually where there are more senior level support positions.

### **Essential Duties and Responsibilities**

- Performs clerical and typing work related to the office to which assigned. Maintains confidentiality of information processed or received during the course of performing assigned duties.
- Completes daily data entry of business transactions (e.g., deliveries, purchase orders, printing orders, forms, etc.). Enters data onto established data entry screens.
- Answers a central telephone for the work team and serves as receptionist to support personnel and serve the public. Answers common inquiries, makes appointments, and provides information concerning standards, procedures and programs.
- Establishes and maintains files as directed. Assembles, collates and prepares materials for distribution. Performs work such as posting records, making arithmetical computations and securing information from clearly indicative sources.
- Orders, receives, shelves and distributes supplies and materials.
- Types, duplicates, counts, and distributes routine documents from written copy or notes. Delivers and picks up a variety of forms and materials from staff, students, or the other departments.
- Prepares documents from established formats such as those used by faculty, and routine communications for administrative purposes.
- Compiles information onto established formats and maintains a variety of records to support regularly recurring reports that are prepared for administration and external agencies.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

- **Knowledge and Skills**

Requires basic knowledge of modern office practices, procedures and equipment including receptionist and telephone techniques and etiquette. Requires knowledge and

understanding of the principles and procedures of record keeping. Must understand mathematics sufficient to perform columnar calculations, decimals, fractions, etc. Requires good English, grammar, spelling and punctuation. Must have sufficient communication skills to greet and work cooperatively with customers.

- **Abilities**

Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Must be able to learn, understand and apply district rules, regulations and policies. Requires the ability to operate standard office machines and equipment, including typewriters, switchboards, copiers, calculators, word processors, printers, etc. Must be able to maintain records and prepare reports. Requires the ability to communicate with peers and other College staff or public in a manner reflecting positively on the department and College.

- **Physical Abilities**

Requires sufficient hand/eye coordination and manual dexterity to use a personal computer keyboard at a basic rate (about 40 wpm). Requires sufficient visual acuity to recognize words, letters and numbers. Requires speech and hearing ability to carry on conversations in person and over the phone. Requires the ability to reach and pull materials from files and shelves.

- **Education and Experience**

High School diploma supplemented by course work in general office skills required. Minimum of 1 year of general clerical, data entry, and production keyboarding experience required.

- **Licenses and Certificates**