

ADMINISTRATIVE ASSISTANT

DEFINITION

Performs a wide variety of independent, para-professional tasks relating to the department to which assigned.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the department administrator.

May provide work direction to student workers.

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 prepare and post vouchers for all incoming payments.

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

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 hourly classified positions.

May coordinate and maintain calendar of room usage.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs other duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Budget recordkeeping practices and procedures.

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

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.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

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

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

Desirable:

Courses in bookkeeping, budgeting or related areas.