

JOB INFORMATION

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| Job Code | DA06B |
| Job Description Title | Admin Support Assoc II - Admin |
| Pay Grade | AS06 |
| Range Minimum | \$35,280 |
| 33rd % | \$39,980 |
| Range Midpoint | \$42,340 |
| 67th % | \$44,690 |
| Range Maximum | \$49,390 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/29/2011 |

JOB FAMILY AND FUNCTION

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|---------------|--------------------------------------|
| Job Family: | Administration & Operational Support |
| Job Function: | Administrative Support |

JOB SUMMARY

Provides administrative, financial, and general clerical support within an administrative department or program with responsibility for a broad variety of office support duties and tasks.

RESPONSIBILITIES

- Performs multiple duties which are a mix of administrative and clerical in nature, which may include but are not limited to data gathering, data management, correspondence, filing, calendar management, event scheduling, mail distribution, answering phones, organizing mail, purchasing/ordering supplies, and website maintenance.
- Provides budget preparation, tracking, monitoring and auditing, payroll processing, travel/expense voucher processing and other accounting and financial tasks.
- Advises staff, students, administrators, and clients of standard policies or procedures.
- Acts as a point of contact to other departments, students, faculty, customers, and outside agencies/vendors on behalf of manager, director, or department head.
- Manipulates and prepares data and other information, databases, or reports using a computer.
- May perform some administrative duties such as budget coordination, human resources administration (beyond payroll entry), collection and disbursement of cash, checks, and other negotiable items, preparation of reports, documents, and presentations, or coordination of complex projects or events.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-----------------|-----------------------------------|-----|---------------------|--|--|
| High School | High School Diploma or equivalent | and | 4 years of | Experience in clerical and administrative support services | |

Substitutions Allowed for Experience

Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of office rules, procedures and operations that require previous training and experience to perform.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:
Ability to see information in print and/or electronically.