

**Classification Title: Administrative Assistant**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Performs both routine and some complex administrative tasks to ensure efficient daily departmental operations. Assignments may include reception duties and the positions may function as department initial point of contact. Facilitates requests for service and coordinates assignments.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Provides administrative support to the department and ensures that routine activities are completed in a timely manner. Answers the phone, greets customers, clients or employees and provides information, services or support. Enters requests for service and verifies data.
2	S	Orders and distributes supplies and maintains inventories of items used. Enters items such as work orders or client information into established systems. Keeps records on information processed and supplies ordered or requested. Maintains records of work performed and accurate filing systems.
3	S	Assists with special projects and duties as requested such as processing payroll or scheduling meetings.
4	S	Serves as a liaison between staff, the administrator and other departments by facilitating interaction of various functions, coordinating the flow of information, collecting, monitoring and verifying the status of work projects and other activities, ensuring that the department's or division's goals, objectives and mission are communicated to staff, and ensuring the administrator is kept apprised on all matters to assure timely and efficient operations.
5	S	Researches, gathers material and completes a variety of assigned projects and reports to include communicating with other departments and external sources to obtain information and providing feedback to the administrator.
6	S	Researches and reports on special projects and duties as requested by the department or management.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	High school diploma.
Experience	One year of experience in clerical work.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Calculators, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.