

JOB TITLE	LEVEL	GRADE	JOB. NO.
Administrative Assistant I	E-4	05	501

DEFINITION

This is routine secretarial work at the faculty or divisional level.

Employees in this class are responsible for performing secretarial and clerical duties in accordance with established procedures. Instructions are given at the beginning of each assignment and work is usually reviewed or checked upon completion.

EXAMPLES OF WORK PERFORMED

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

- ◆ Takes notes and transcribes notes accurately.
- ◆ Types correspondence, articles, reports, forms, tests, tabulations, bulletins, manuals, and other documents from copy or rough drafts in an acceptable format.
- ◆ Receives and routes incoming and outgoing mail within the division.
- ◆ Processes and distributes mail in the division; prepares outgoing correspondence from fairly complete and well-organized rough notes or verbal instructions.
- ◆ Answers and routes incoming calls; schedules appointments for supervisor and for faculty.
- ◆ Maintains files of reports, records, correspondence, and other materials according to established classifications; maintains manuals, books of procedure, bulletins, and equipment inventories.
- ◆ Coordinates the duplication of materials for the division.
- ◆ Maintains and prepares monthly absentee and leave reports for faculty.
- ◆ Assists with the computerized registration procedure.
- ◆ Operates general office equipment such as a computer, scanner, copier, and calculator.
- ◆ Serves as a receptionist to direct students and guests to appropriate faculty advisors.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Effective oral and written communication skills.
- ◆ Knowledge of word processing and spreadsheet software (*Computer Level I Exam*).
- ◆ Working knowledge of office procedures; general office procedures, GSCC procedures, composition, machine transcription, and records management (*Office Procedures Level I Exam*).
- ◆ Ability to keyboard at a minimum of *40 correct (net) words per minute for 3 minutes*.
- ◆ Ability to proofread work for accuracy.
- ◆ Ability to use the telephone effectively.
- ◆ Ability to make mathematical computations and tabulations accurately and with reasonable speed.
- ◆ Ability to understand and follow oral and written instructions.
- ◆ Ability to learn assigned secretarial tasks readily and to adhere to prescribed routines.
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public.
- ◆ Ability to maintain confidentiality of office information.

QUALIFICATIONS

Education:	One (1) year of postsecondary education with a minimum of 15 semester hours in business or office-related coursework.
Experience:	Two (2) years of secretarial experience.
Personal Qualities:	Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.