

JOB TITLE	LEVEL	GRADE	JOB. NO.
Administrative Assistant IV	E-1	02	520

DEFINITION

This is administrative work involving complex secretarial responsibilities and associated duties of a confidential nature.

This employee works primarily for the president and serves as a liaison between the president and the college and between the president and the community.

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 and transcribes notes including correspondence, minutes, reports, notices, and recommendations; screens and processes incoming correspondence.
- ◆ Accumulates and organizes pertinent data and puts it into a functional form; performs accounting functions associated with the president's office.
- ◆ Maintains a filing system using standard records management procedures; maintains personal and confidential files of the president.
- ◆ Screens callers and visitors in accordance with predetermined policy; maintains a schedule of appointments and a calendar of activities.
- ◆ Orients and trains other secretarial personnel; assigns and supervises the work of clerical personnel assigned to the president's office.
- ◆ Orders and maintains supplies necessary for the efficient functioning of the president's office.
- ◆ Makes arrangements for conferences and interviews; schedules and coordinates meetings for the president; prepares itinerary and makes in-state and out-of-state travel arrangements.
- ◆ Operates a computer, scanner, and other standard office equipment in the performance of duties.
- ◆ Gathers reference materials for articles or speeches from a wide variety of sources.
- ◆ Assists in the preparation of official college publications; serves as a Notary Public for the college.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Effective oral and written communication skills.
- ◆ Knowledge of institutional rules, regulations, procedures, and functions.

- ◆ Knowledge of the principles of office management and supervision, accounting principles, and records management, with the ability to apply this knowledge to work problems; ability to deal with complex supervisory matters.
- ◆ Ability to work independently on complex secretarial tasks and to prepare accurate reports from varied statistical or accounting information; ability to compose correspondence independently.
- ◆ Ability to orient and train other clerical employees and to interpret departmental policies and procedures to them.
- ◆ Ability to keyboard at a minimum of *50 correct (net) words per minute for 3 minutes*.
- ◆ Knowledge of advanced word processing, spreadsheet, database, and desktop publishing (*Computer Level III Exam*).
- ◆ Working knowledge of office procedures; general office procedures, composition, machine transcription, and records management (*Office Procedures Level IV Exam*).
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public.
- ◆ Ability to maintain confidentiality of office information.

QUALIFICATIONS

Education:

Three (3) years of postsecondary education with a minimum of 21 semester hours in business or office-related coursework.

Experience:

Seven (7) years of secretarial experience.

Personal Qualities:

Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.