



Working Job Title: Administrative Support I
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Job Code: GSS080
Grade: C

Salary Minimum: \$21,919.33
Salary Midpoint: \$27,418.12
Salary Maximum: \$32,916.90

Description of Duties: The Administrative Support I will perform a variety of secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the close supervision of a clerical or administrative supervisor.

Essential Duties and Responsibilities:

- Completes tasks and assignments associated with administrative support functions (i.e., licensure, personnel, purchasing, records management, inventory, or similar function)
- Provides clerical support within assigned functional area (i.e., processing/transactions, review of applications, scheduling training, scheduling facilities maintenance, reconciling financial records, assessing/collecting fees for a program, generating rep
- Provides general clerical support to an office, to include such tasks as data entry/maintenance, copying/distributing documents and materials, maintaining record-keeping and filing systems, etc.
- Provides secretarial and administrative support to an upper-level manager
- Uses independent judgment and initiative to perform administrative, clerical and secretarial duties in support of an individual employee or group of employees
- Receives additional training, as required, to gain full proficiency and experience in all areas
- Serves at the pleasure of the Executive Director.

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.



ENTRY QUALIFICATIONS:

- High school diplomas or GED and ability to perform basic office functions and computer relating duties.
- OR**
- Two years of related experience

AGENCY QUALIFICATIONS:

- Possesses competencies in performing clerical or administrative work (i.e., compiling timesheets, training employees, coordinating events, monitoring, and reviewing technical documents) in support of a program function.
- Demonstrates proficiency in the performance of the essential duties and job responsibilities to function in the position effectively.
- Ability to gather, organize, and compile the information into a final report/package form.
- Ability to develop and maintain filing systems.
- Ability to process and post data and check for accuracy.
- Ability to prepare business correspondence using correct English grammar, punctuation, and spelling.
- Ability to receive and respond to verbal communications in an appropriate manner.
- Ability to use computer programs, calendar functions, and electronic research sources.
- Displays a high level of effort and commitment toward work and displays high standards of ethical conduct.
- Possesses the ability to reason and independently select the appropriate guideline or process to follow.
- Ability to communicate effectively with coworkers, supervisors, and other internal or external staff.
- Committed to providing quality customer service.
- Displays a high level of commitment toward work and a high standard of ethical conduct.

Career Development Levels:

Administrative Support II

Administrative Support III

Administrative Support Supervisor

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER