

Position: Administrative Assistant II	Position Number:
Department/Site: Area's Office	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 20

DESCRIPTION:

Under general supervision, plan, coordinate, and participate in a variety of complex and responsible administrative support activities related to the responsibilities of a department or program. Perform complex and varied administrative support duties

- Considers and analyzes situations carefully and correctly and adopts an effective course of action; uses diplomacy, tact, friendliness, and poise.
- Composes, prepares, and distributes a variety of both paper and electronic documents including email, contracts, letters, meeting minutes, on-line forms, statistical reports, resolutions, manuals, final reports, and purchase requisitions.
- Prepares bulk mailings for flyers, brochures, and other materials for projects in assigned area

- mathematical computations;
- office management techniques and procedures; and
- public and human relations skills.

ABILITIES

ABILITY TO:

- type at 55 words net per minute from clear copy;
- understand and independently carry out oral and written instructions;
- prioritize tasks and do several tasks in quick sequence;
- accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create and produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job;
- learn and successfully use new software programs as required to fulfill the requirements of the job;
- apply office policies, procedures, rules, and regulations;
- use good judgment in recognizing the scope of authority as delegated;
- analyze situations and make decisions on procedural matters without immediate supervision;
- meet schedules and timelines;
- maintain confidentiality of the office;
- communicate effectively.