



ADMINISTRATIVE OFFICE ASSOCIATE I

GENERAL RESPONSIBILITIES

Provide clerical support within a department in central administration; provide general assistance with a considerable amount of public contact.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Type general correspondence, memorandum, reports, schedules, contracts, purchase order and other materials from rough draft, copy, marginal notes, or verbal instruction.
- Serve as receptionist; answer telephone, provide information, take, and dispatch messages.
- Interview visitors and refer to proper authority for disposition.
- Respond to inquiries about programs, qualifications, test requirements, procedures, and policies.
- Maintain appointment calendar, schedule appointments and meetings.
- Check and review a variety of data for accuracy, completeness, and conformance to established standards and procedures.
- Collect and prepare data for records and reports.
- Perform minor accounting type functions.
- Maintain computerized records and generates appropriate reports.
- Process work orders.
- Make arithmetical calculations; requisitions, supplies and materials for department.
- Process personnel forms and payroll records; perform time and attendance functions as assigned.
- Receive, sort and process mail.
- Process vandalism, accident, and workers' compensation forms.
- Operate standard office, word processing and data processing equipment.
- Maintain confidential information.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of agency programs and policies; ability to type accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and the operation of personal computers with word processing programs,(operation of personal computers with word processing) word processing equipment; ability to establish and maintain effective working relationships with others, ability to follow oral and written instructions.

EDUCATION AND EXPERIENCE

Required:

High school diploma or GED. Considerable secretarial experience.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Regular and reliable attendance is an essential function of this position.