



ADMINISTRATIVE OFFICE ASSOCIATE II

GENERAL RESPONSIBILITIES

The position is responsible for providing administrative clerical support to a director and ensuring the overall smooth operation of an office. The position may coordinate the work of other clerical and/or classified personnel.

ESSENTIAL FUNCTIONS

(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.)

- Develop complex correspondence, reports, minutes, lists, forms, tables, memorandums, etc.
- Respond to general inquiries regarding departmental matters.
- Type complex correspondence, reports, minutes, lists, forms, tables, and memorandums from rough drafts or oral instruction.
- Draft routine correspondence for director's signature.
- Place and receive telephone calls/messages.
- May record staff attendance including annual, sick, and personal leave.
- Prepare monthly reports and reimbursements.
- Obtain, gather, and organize pertinent data as needed and input into usable form utilizing word processing and spreadsheets.
- Assist the director in compiling and completing budget reports.
- Render advanced level administrative assistance to the director.
- Maintain confidential files of correspondence, forms, reports, etc.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of commonly accepted business practices; ability to organize and assist in a wide variety of projects; ability to answer inquiries and assist the public in a courteous manner; advanced knowledge and expertise in the operation of personal computers with word processing and spreadsheet applications; ability to supervise a small group of clerical personnel possessing a wide variety of skills; ability to understand complex oral and written instructions.

EDUCATION AND EXPERIENCE

Required:

High school diploma or GED.
Extensive secretarial experience.

Preferred:

A comparable amount of training and experience may be 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, walking, standing, bending, running, stooping, balancing, crouching, climbing, kneeling, crawling, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, walking, standing, bending, running, stooping, balancing,



crouching, climbing, kneeling, crawling, grasping, fingering, repetitive motion, reaching, and driving. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, fumes, gases, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, infectious diseases, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds frequently and up to 50 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.

FLSA status: Non-exempt	Description: Reviewed 5/19, 7/20
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