AUBURN
Human Resources

Admin Supp Assoc I-ACES/AAES

Job Description

JOB INFORMATION

Job Code	DA04A
Job Description Title	Admin Supp Assoc I-ACES/AAES
Pay Grade	AS05
Range Minimum	$33,470
33rd %	$37,940
Range Midpoint	$40,170
67th %	$42,400
Range Maximum	$46,860
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/29/2011

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Administrative Support

JOB SUMMARY

Provides administrative, financial, and general clerical support within a department of Alabama Cooperative Extension Service (ACES) or Alabama Agricultural Experiment Station (AAES) with responsibility for a broad variety of office support duties and tasks.

RESPONSIBILITIES

- Performs multiple duties which are a mix of administrative and clerical in nature, which may include but are not limited to data gathering, correspondence, filing, calendar management, database management, document preparation, event scheduling, mail distribution, answering phones, and ordering supplies.
- Acts as liaison to other departments and to the public on behalf of the manager, director, or coordinator.
- Acts as point of contact for purchasing or vendor/outside agencies and project managers.
- May provide budget tracking and monitoring, payroll processing, travel/expense voucher/procurement processing, and other financial and accounting procedures.
- May advise staff, clients, and outside agencies of standard policies and procedures.
- May perform some administrative duties such as budget coordination, computer support, human resources administration (beyond payroll entry), or coordination of complex projects or events.
- May be responsible for scheduling or providing information for one or more programs.
- May be responsible for handling cash and bank deposits and documenting properly.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	2 years of	experience in clerical and administrative support services.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of office rules, procedures and operations that require previous training and experience to perform.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.