AUBURN
Human Resources

Lead Admin Asst-ACES/AAES

Job Description

JOB INFORMATION

Job Code	DB08
Job Description Title	Lead Admin Asst-ACES/AAES
Pay Grade	AS08
Range Minimum	$39,920
33rd %	$46,580
Range Midpoint	$49,900
67th %	$53,230
Range Maximum	$59,880
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2012

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Performs a variety of administrative support duties and acts as Lead administrative position in an ACES or AAES department with multiple administrative support positions.

RESPONSIBILITIES

- As the lead, coordinates administrative activities of others in the department.
- Resolves and responds to questions as they relate to policies and procedures.
- May also serve as personal secretary to a department head or manager.
- Performs a wide variety of administrative duties, such as: budget tracking and coordination, human resources administration, coordination of large or complex projects or events, liaison to other departments, and purchasing or vendor/outside agency point of contact.
- Performs a variety of office support duties, such as: typing and correspondence, filing/folders, recordkeeping/compilation/data entry, preparation/processing forms, calendars and scheduling, mail distribution and outgoing mailings, travel/expense vouchers, telephones and greeting, and supplies/inventory or similar duties.
- May be responsible for scheduling or providing information for one or more programs.
- May be responsible for handling cash and bank deposits.

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			6 years of	experience in 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 procedures and practices.	

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			
Temperature Change		X			

WORKING ENVIRONMENT

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

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