

JOB INFORMATION

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|-------------------------|----------------------------|
| Job Code | DB15A |
| Job Description Title | Admin Support Spec I-Admin |
| Pay Grade | AS07 |
| Range Minimum | \$36,410 |
| 33rd % | \$42,480 |
| Range Midpoint | \$45,510 |
| 67th % | \$48,550 |
| Range Maximum | \$54,610 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/29/2011 |

JOB FAMILY AND FUNCTION

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|---------------|--------------------------------------|
| Job Family: | Administration & Operational Support |
| Job Function: | Administrative Operations |

JOB SUMMARY

Provides varied and high level administrative and technical support to an administrative department, with significant emphasis on more complex administrative responsibilities.

RESPONSIBILITIES

- Advises others on processes, procedures, and services; and resolves policy related or procedural problems.
- Gathers information and prepares various reports and correspondence; researches and resolves issues.
- Provides budget tracking and coordination for a unit or department.
- Plans and coordinates large or complex projects/events, and/or special activities such as orientations, consultations, exam proctoring and events.
- Performs specialized technical duties and coordinates processes.
- Reviews and verifies documentation for completeness and compliance with policies and procedures.
- Assists in the development and maintenance of data and databases.
- Performs a variety of clerical duties, which may include (but not limited to): typing & correspondence, filing/folders, recordkeeping/compilation/data entry, preparation/processing forms, calendars and scheduling, mail distribution and outgoing mailings, travel/expense vouchers, telephones and greeting, supplies/inventory, limited supervision of clerical or student work, other support duties of similar difficulty.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 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 | High School Diploma or equivalent | And | 4 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 extensive body of rules, precedents, procedures, applicable to administrative support work.

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | | | X | | | 25 lbs |
| 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 temperatures | | X | | | |
| Hazards | | X | | | |
| Wet and/or humid | | X | | | |
| Noise | | | X | | |
| Chemical | | X | | | |
| Dusts | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Poor ventilation | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.