



ADMINISTRATIVE OFFICE ASSOCIATE I

GENERAL RESPONSIBILITIES

Provide secretarial support within a department in central administration; and give general secretarial 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 orders 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.
- 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 word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.



EDUCATION AND EXPERIENCE

High School Diploma. Considerable secretarial experience.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

None.

FLSA status: Non-exempt	Description: Rev. 1/04
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