



ADMINISTRATIVE OFFICE ASSOCIATE II

GENERAL RESPONSIBILITIES

Provide administrative secretarial support to a director, responsible for the overall smooth operation of an office, may coordinate the work of other clerical and/or classified personnel.

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.)

- 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.
- Record staff attendance; collect and review salary vouchers.
- Prepare monthly reports and reimbursements.
- Record annual, sick and personal leave.
- Obtain, gather and organize pertinent data as needed, and input into usable form utilizing word processing and spreadsheets.
- Assist the Department Head in compiling and completing budget reports.
- Render advanced level administrative assistance to the Department Head.
- 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 assists the general 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/secretarial personnel possessing a wide variety of skills; ability to understand complex oral and written instructions.

EDUCATION AND EXPERIENCE

High School Diploma. Extensive 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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