

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 1996**

**ADMINISTRATIVE ASSISTANT I**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 8 - C**

**GENERAL STATEMENT OF JOB**

Employees in this class provide administrative support requiring long range planning skills and the ability to coordinate the completion of multiple tasks or projects within established time frames. Incumbents are generally directed to perform primary functions of the Administrative Specialist level, but are periodically assigned to more complex work involving independent planning, coordinating, and completing special assignments at the discretion of supervisor, to include performing research and developing written presentations.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Coordinate the accurate and timely completion of both routine administrative department functions, and may delegate tasks to support personnel where applicable.

Coordinate intra- and inter-departmental communications, i.e., managerial directives, dissemination of college/department policy and procedure, meeting agendas.

Analyze and review the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Assist supervisor in both routine and special department projects, i.e., statistical and financial analysis, research, data compilation, report preparation.

Coordinate and maintain department filing system, to include supervisor's files, department personnel files, and all department records, forms, reports, etc..

Monitor and manage assigned budgets, to include grant budgets where applicable.

Oversee the maintenance of accounting records for department, i.e., billing, expenditures, revenues, inventory, and payroll.

Ensure the accurate preparation of daily/weekly/monthly/annual reports, news releases, announcements, etc., and prepares complex and/or special reports as directed.

Maintain department/supervisor's calendar, arranging and/or monitoring scheduling for seminars, training, meetings, travel, and related department functions.

Assist supervisor as directed in performing administrative support and coordination related to budgetary responsibilities, i.e., development, revision, analysis.

Coordinate and supervise any special projects that may be complex/specialized in nature as assigned.

Prepare routine departmental reports, and may prepare special reports at the discretion of supervisor.

Perform related duties as required.

## **ADMINISTRATIVE ASSISTANT I – Page 2**

### **SUPERVISION RECEIVED**

Supervision is received from the supervising administrator.

### **SUPERVISION EXERCISED**

Employee may perform in a lead capacity directing support staff or student assistants as assigned.

### **MINIMUM QUALIFICATIONS**

A high school diploma or high school equivalency degree supplemented by at least two (2) years of experience in administrative support functions.

### **PREFERRED QUALIFICATIONS**

A high school diploma and three (3) years of related experience in administrative support functions, preferably with experience in performing assignments, and/or projects that demonstrate a high degree of organization and independent judgment. Requires proficiency in word processing applications; conventional typing may be required.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and

percentages.

### **ADMINISTRATIVE ASSISTANT I – Page 3**

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/97; revised 12/99; 12/06