

POSITION DESCRIPTION

TITLE: Office Associate II – (Contingent)

Collective Bargaining – Ineligible – Contingent
Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

Performs complex duties such as, record keeping and administrative detail, and follow-up functions to assist the Director/Department Head and department staff in implementing departmental programs. May act as secretary to an academic division. Must be well organized and possess good secretarial skills. Receives minimal supervision and independently exercises considerable discretion and judgement in all work areas. May handle confidential and sensitive issues. May supervise other clerical employees and student employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Performs a variety of ongoing complex and confidential administrative duties.
- Drafts and prepares letters, reports, memoranda, materials, etc., some of which may be of a confidential or sensitive in nature or for the signature of the department head.
- Coordinates special projects by developing project plans and schedules.
- Maintains databases and compiles reports.
- Communicates with other staff, faculty, administrators, and the general public in person, by telephone or through written correspondence.
- May assist in preparing and maintaining department budgets.
- Arranges and coordinates conferences and committee meeting as directed.
- Opens, sorts, and routes mail. May sign in behalf of superior, as delegated, his or her name to correspondence, requisitions, vouchers, and other forms of consequence.
- Receives, screens, places, and directs both incoming and outgoing telephone calls.
- Prepares purchase orders, orders supplies and equipment, and maintains office inventory.
- Prepares agendas and background materials for meetings.
- May attend meetings and take minutes when requested.

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- Maintains appointment calendar and makes travel arrangements as necessary.

MINIMUM QUALIFICATIONS:

- Education: High School Diploma or GED equivalency required; Associates Degree preferred; with successful completion of courses in typing/word processing (minimum speed of 40 correct wpm), data entry, Dbase, spreadsheets, and microcomputer systems. Strong verbal and written communications skills. Good organizational skills.
- The ability to handle sensitive situations.
- Thorough working knowledge of modern office practices and procedures, business English, spelling, good grammar and arithmetic, and of standard record maintenance procedures. Thorough working knowledge of various computer software packages, i.e., word processing, spreadsheet applications, and data base management.
- Experience: At least five years of full-time employment in the secretarial/administration field.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.

Department Head/Supervisor Approval

Date

I have received a copy of my position description and, after reviewing it with my supervisor, understand the duties and responsibilities to be performed.

Should I have questions or need clarification regarding the duties and responsibilities described in this position description, I will discuss them with my immediate supervisor or the human resources officer.

Employee Signature

Date