

Career Path – Office Support / Administrative Assistants April 2008

JCC Title	Qualifications	Grade	Exemption Status	New JCC Number	Job summary (all job qualifications and responsibilities are cumulative in nature)
Receptionist	HS and up to 1 year clerical / customer service experience, including word processing experience	52	Non-Exempt	3618	Provides receptionist support for assigned area, and performs general office and clerical assistance as assigned, including filing, word processing, and assisting with other clerical/secretarial functions
Secretary	HS and up to 3 years clerical / secretarial experience; demonstrated knowledge of Microsoft Office Products (Word and Excel)	53	Non-Exempt	3619	Provides office support and secretarial/clerical assistance; drafts memos and related correspondence; schedules meetings, conferences and travel arrangements; receives and screens incoming calls; prepares reports and performs related duties as assigned
Administrative Assistant I	HS and up to 4 years administrative/secretarial experience; Associates degree or equivalent business school degree preferred; demonstrated knowledge of Microsoft Office Products	54	Non-Exempt	3620	Provides administrative and secretarial/clerical assistance; requires knowledge and understanding of the practices, policies and procedures of particular area; performs related duties as assigned including report preparation and production and assistance with work flow in department; may update departmental web content; limited supervision from manager/supervisor
Administrative Assistant II	HS and 5 years administrative/secretarial experience; Associates degree or equivalent business school degree preferred; advanced knowledge of Microsoft Office Products	55	Non-Exempt	3621	Provides administrative and secretarial assistance; requires specialized knowledge and understanding of the practices, policies and procedures of particular area, and demonstrates general knowledge in areas outside of department; performs related duties as assigned including report preparation and production, assistance with work flow in department; support of budget and staff related processes and may represent department on campus-wide projects and initiatives; limited supervision from manager/supervisor
Senior Administrative Assistant	HS and 7 years related work experience; Associates degree or equivalent business school degree and/or experience preferred; advanced knowledge of Microsoft Office products; <i>at minimum reports to Director, Associate Dean, or equivalent level</i>	57	Non-Exempt	3622	Provides a wide variety of administrative support for a department/areas; requires in-depth knowledge and understanding of practices, policies and procedures for all departments within the assigned group and other departments supporting the organization; organizes and expedites flow of work in the office; performs research to respond to requests for information and summarizes findings; <i>generally are HREM administrators; acts as a resource to less experienced administrative staff</i>