Job Title: Administrative Assistant II

JOB SUMMARY

The Administrative Assistant II performs advanced and diversified clerical duties requiring a comprehensive level of experience.

MAJOR DUTIES

- Performs and completes tasks and assignments associated with personnel support functions for assigned organizational unit or program, (purchase orders, travel arrangements, expense statements, etc.);
- Provides support to administrative staff;
- Completes complex processing of documents and/or transaction for assigned organizational unit, program and/or specialized function/activity;
- Conducts research using a variety of sources to complete, prepare, assemble, process, and/or generate reports and other documentation, or to respond to inquiries, questions or requests;
- Enters data from forms, records, reports, and/or other sources into computer for purposes such as maintaining databases;
- Uses computer software as a tool for performing clerical assignments;
- Monitors use of and maintains supplies, equipment and/or facilities for assigned work unit or program area.

COMPETENCIES

- Skill in the use of computers and job related software programs
- Knowledge of modern office practices and procedures
- Ability to operate workroom machinery such as fax machines, copiers, scanners, shredders, etc.
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MINIMUM QUALIFICATIONS

- Associate’s degree in Business Administrative Technology and One (1) year of work related experience

OR

- High school diploma *and* Two (2) years related work experience
**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.