Job Title: Administrative Assistant III 

JOB SUMMARY

The Administrative Assistant III provides advanced technical-level support and office administration.

MAJOR DUTIES

Assists upper level management in organizing and executing routine activities and special projects;
Acts as liaison with outside organizations to gather or report program-related information;
Plans and coordinates meetings, conferences, seminars and travel calendars;
Documents data/information such as organizational unit or program area work activity, purchasing, budget expenditures, program changes, and resource utilization. Prepares reports and communications;
Conducts extensive research to compile information needed to generate reports, complete projects and accurately responds to questions and concerns;
Monitors use of and maintains supplies, equipment and/or facilities for assigned work unit;
Compiles and maintains employees’ time records.

COMPETENCIES

Knowledge of TCSG rules, policies and procedures
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills
Ability to handle multiple tasks at once and prioritize workload

MINIMUM QUALIFICATIONS

Bachelor’s degree

OR

High school diploma or equivalent *and* Three (3) years of work related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.