

Job Title: Administrative Assistant

QUALIFICATIONS: In general, incumbents will have mastered all tasks required through Senior Secretary levels. Individual must have demonstrated knowledge of internal processes of Leatherwoods. Incumbent should have a thorough knowledge of correspondence protocol, modern office management practices and principles, computer software, and division policies and procedures, and the ability to interpret them to individuals who inquire. Incumbent should have the ability to work independently in the absence of specific instructions on a number of tasks with a high degree of speed in the organizational skills. Should be able to reflect the supervisor's characteristic responses to management problems, maintain effective relations with clients and staff, exercise confidentiality and discretion, manage subordinate staff, and orchestrate the calendar of supervisors to meet management demands as required. Satisfy typing, spelling, and error detection test requirements. Existing staff should have a high school education or equivalent to three years experience. Outside experience in related areas are required for new employees. Continuing education to maintain a high level of current knowledge and skill is necessary.

GENERAL DESCRIPTION: Administrative Assistants are senior administrative support positions in most departments and usually report to the department director. Individuals at this level have widely varying tasks depending on the organization of the department or division. The tasks normally include providing advanced secretarial support to senior management, supervising junior clerical staff, and administering various division or department support activities. They handle non routine and routine tasks with little or no supervision with a thorough knowledge of the department and division activities, policies and procedures, and personnel.

FUNCTIONAL DESCRIPTION: An individual at the Administrative Assistant level performs the following functions:

- x Serves as an advisor to administrative support staff within subordinate departments and provides career guidance and assist training director.
- x Anticipates and obtains needed background information when the supervisor s involvement is necessary.
- x Anticipates supervisors need for information and collects, analyzes, and organizes the information as necessary.
- x Uses judgment in determining supervisor level of involvement in matters related to the work group.
- x Refers matters requiring action to others when issues can be settled independently.
- x Serves as primary contact with clients, staff, etc., and in the supervisor s absence, may, within delegated limits, give information or initiate action on behalf of the supervisor.
- x Performs delegated tasks by training director and conserves the superior s time by accomplishing appropriate actions without the superior s direct involvement.
- x Directs the activities and administrative protocols followed by clerical and secretarial staff within the work group.