

<b>Job Title</b>	Administrative Associate I
<b>Job Code</b>	
<b>Exempt Status</b>	Non-Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

Works under supervision and performs entry-level administrative support work. .

### **Essential Duties and Responsibilities**

- Greets visitors, answers and screens calls, provides general information and referrals, and schedules appointments. Receives, sorts, and routes mail and performs other mail services.
- Applies, interprets, and communicates policies and procedures and serves as a resource for answering questions regarding policies.
- Posts information to agency records and modifies forms or records. Performs data entry and retrieval and maintains data files. Prepares and proofs materials for reports and other publications. Prepares, modifies, and verifies documents.
- Makes arrangements for meetings, appointments, conferences, and travel.
- Maintains office supplies and equipment. Maintains office reference materials including online office materials.
- May deliver, pick up, or receive cash payments, documents, supplies, equipment, or materials.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities**

### **Minimum Requirements**

*Education* – High school diploma or equivalent combination of education and experience.

*Experience* – One year of experience.

*Knowledge of* – Knowledge of word processing, spreadsheet, and database applications.

*Ability to* – Ability to multitask and work cooperatively with others. Effective verbal and written communication skills.

*Licensing / Professional Certification* – None.

*Physical Requirements* – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervision of Others**

Works under supervision and generally does not supervise employees.

**Other Requirements**