Administrative Assistant I

Job Code 00007251

General Description
Responsible for providing administrative and general clerical support to management and/or staff within assigned division/department or unit.

Examples of Duties
Answer telephone, screen and transfer calls, take messages, and refer to other offices as appropriate. Type and proofread correspondence and forms. Compose various correspondence. Organize and prioritize work. Train, supervise, and assign work to office staff and student workers. Maintain files and review for completeness. Monitor and/or order inventory office supplies. Maintain calendar for supervisor. Review purchase orders and invoices. Maintain ledgers. Monitor transactions of operating budget. Assist in preparing various activities and events. Tabulate information. Prepare spreadsheets. Open, date and, distribute incoming mail. Greet, screen, and route visitors. Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University/Academic policies and procedures; word processing, spreadsheets, databases, and other desktop software; basic math; Texas State culture and of specific departments; phone systems; personal computer and other office equipment/machines.
Skill in: interacting courteously with others; telephone etiquette; typing; preparing documents and spreadsheets; determining supplies on hand and re-order as needed.
Ability to: read and understand instructions, correspondence, reports, etc.; prepare clear, concise and grammatically correct memos, reports, and letters; prioritize workload; maintain filing system; train student workers in mail procedures and office protocol; track inventory.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/18/2012