

MORGAN STATE UNIVERSITY JOB SPECIFICATION



ADMINISTRATIVE ASSISTANT I

Class Code: 1318

FLSA Code: N/E (Non-Exempt)

Pay Range: 07

JOB SUMMARY

Under general supervision, provides moderately complex administrative secretarial and clerical support to an individual or group. Work requires thorough knowledge of the organization and programs where assigned and involves moderate participation in the work of the supervisor. Incumbents have responsibility for office operations and function independently where procedures have been established with moderate consequence of error.

PRIMARY DUTIES

1. Prepares and reviews manuscripts, correspondence, charts, forms and other materials from copy created by others using typewrite and /or automated office equipment. Proofreads materials.
2. Composes responses to routine inquiries in accordance with general instructions. Reviews and edits outgoing correspondence for format, typographical and grammatical accuracy, and conformance with procedures.
3. Exercises initiative in establishing and revising files to meet current needs and demands for materials. Enters updates and retrieves information stores in files and databases; customizes special reports.
4. Monitors and updates times, leave, inventory, budget, and account records. Orders supplies, equipment, repairs, and services.
5. Screens and distributes incoming mail based on knowledge of departmental operations.

6. Screens telephone calls and visitors, taking care of routine matters. Answers inquiries following general instructions and departmental procedures.
7. Schedules and coordinates meetings and appointments. Calls attention to appointments and assembles background materials. May attend meetings and prepare notes.
8. Makes travel arrangements following general instructions and keeps records of travel itinerary. Prepares and submits to travel vouchers and expense reports.
9. Gathers and consolidates data for reports on the basis of general instructions.
10. Ensures confidentiality of information. Relays messages and instructions between supervisor and others, exercising independent judgment and initiative where guidelines and procedures have been established.
11. Supports office by using automated equipment such as facsimile machines, personal and networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.

NOTE:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma GED

EXPERIENCE: Two years of office experience providing secretarial/administrative support, which included the production of documents using automated equipment and software.

OTHER: Some positions require specific skills such as machine transcription, shorthand, legal or medical terminology. All applicants must successfully complete the institution's required selection criteria.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of and skill in the practical application of office practices, procedures and equipment; of business English, spelling, punctuation, grammar and arithmetic. Skill in operating manual and automated office equipment; in performing arithmetic calculations; in composing general correspondence; in keeping clerical records; in preparing reports from various information sources. Ability to produce documents according to alphabetic and numeric sequence; to understand and follow oral and written instructions; to communicate effectively both orally and in writing; to interact with the public, employees, and students in a courteous and efficient manner; to plan, organize, prioritize, and execute multiple and continuing assignments with general instructions.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

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