WASHINGTON STATE UNIVERSITY
Sample Job Duties

Position Title	
Employee Type	CS-Civil Service
Title/Title Code	Administrative Assistant 2/105F
Pay Rate	M
Pay Range	35
Function/General Scope	Provide administrative and staff support services for a section or unit with delegated authority to act in supervisor's absence in areas of substance. These positions may be distinguished from lower level classes by addition of the delegation of authority to act for or in the regular place of the superior in substantive areas, and/or supervision of some professional or several clerical subordinates and a formal reporting alignment identifying the position as the principal administrative assistant to the superior who is at the first professional supervisory level or above.

Position Details	
Position Summary	The Administrative Assistant 2 provides administrative support to the Director and the Assistant Director of DEPARTMENT and manages office support functions. The incumbent performs complex clerical duties requiring strong computer skills including, developing/maintaining Microsoft Access databases and creating reports from these databases; monitoring and updating website content; creating newsletters and correspondence; and ordering and monitoring program inventory. The incumbent is also responsible for fiscal support including payroll functions; initiating, maintaining and monitoring program budgets; cash handling; and credit card reconciliation. Additionally, the incumbent assists with hiring, training, and supervising student/temporary staff.

WASHINGTON STATE UNIVERSITY
Sample Job Duties

Job Duties			
% of Time	**Essential Function**	**Job Function**	**Duties**
40	Yes		-Independently advises participants, administrators, faculty and staff regarding goals and outcomes, policies and procedures, and activities of the DEPARTMENT. -Schedules appointments and meetings, maintains records and inventory, prepares narrative and/or statistical reports, and composes written communications on behalf of the DEPARTMENT. -Compiles and distributes information relative to activities and prepares historical activity reports; -Develops, modifies and/or maintains DEPARTMENT databases. -Assists the Director and the Assistant Director with DEPARTMENT strategic planning and assessment. -Assists the Director and Assistant Director with administrative problem solving, program and project planning. -Proofreads, edits, and independently prepares correspondence and publications related to program activities. -Compiles information and prepares complex reports -Assists with program reservations and evaluations. -Coordinates program meetings and independently represents DEPARTMENT on various university and division committees or events. -Provides public presentations regarding the program as assigned; -Monitors website content and makes updates as needed.
25	Yes		-Provides primary support for the Director and the Assistant Director. -Provides reception back-up: answers phone and greets visitors to the office. -Manages the Director and Assistant Director's calendars; schedules meetings for the DEPARTMENT; oversees conference room calendar. -Prepares and processes all travel related paperwork for the Director, the

			Assistant Director, and other DEPARTMENT personnel. -Prepares, processes and tracks department payroll and leave reports for DEPARTMENT personnel; Maintains personnel files and all related paperwork.
25	Yes		-Maintains, monitors, and evaluates DEPARTMENT budgets; identifies problems and initiates corrections. -Initiates DEPARTMENT billing; Prepares revenue/expenditure reports; prepares and deposits funds. -Completes cash handling and credit card reconciliation procedures.
5	Yes		-Directs the work of student/temporary staff and interns; assists with hiring, training and evaluation of performance. -May provide guidance regarding DEPARTMENT projects to RAs and graduate students.
5	No		-Performs other duties as assigned.

Supervisory/Lead Responsibilities

Does this position lead the work of others?	Incumbents may supervise/lead lower level support staff and/or temporary hourly and student employees.

Position Qualifications

Classification Requirements	High School graduation or equivalent AND two (2) years of progressively responsible experience in office/clerical, secretarial, bookkeeping, accounting, or general administrative work; OR equivalent education/experience.
Position Specific Qualifications	-Must have or be able to obtain at time of hire a valid driver's license.
Preferred Qualifications	-Proficiency with Microsoft office applications including Access, Excel, Outlook, PowerPoint and Word. -Demonstrated experience creating and maintaining databases. -Previous experience performing payroll functions. -Previous experience supervising others.