

The University of Texas at San Antonio

Job Description

Job Title: Administrative Assistant
Code: 19024
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide advanced and complex secretarial and clerical skills for a supervisor in a key administrative or executive position.
- Scope: Responsible for the performance of skilled clerical and typing duties, the supervision of clerical staff and the use of initiative and judgment in handling routine administrative matters.

Duties

- Typical:
 1. Receives, sorts, screens and distributes mail and incoming communications. Evaluates mail for supervisor.
 2. Types, proofreads, edits and produces in final form correspondence, forms, reports, manuscripts, research articles and other materials and special projects. Composes moderately complex correspondence.
 3. Acts as a receptionist; answers the telephone, greets and screens visitors, schedules appointments. Advises students, administrators and staff regarding administrative or academic policies and procedures.
 4. Maintains departmental budget. Processes purchase orders, vouchers and requisitions. Reconciles ledgers.
 5. Maintains a wide variety of complex academic, fiscal, personnel and administrative records, accounts and files consisting of official and confidential matters.
 6. Coordinates clerical and fiscal activities within the department and determines work priorities. Develops work standards and procedures. Counsels, investigates, and evaluates complaints to solve problems as they arise.
 7. Performs other duties as assigned.
- Periodic:
 1. Attends meetings as requested.
 2. Assists in the annual evaluation of clerical staff.

Education

Required	Preferred
High School diploma or GED.	Associate's Degree in a related field or graduation from a business college.

Other Requirements

Required	Preferred
Proficiency in the use of English Grammar, spelling and business math.	N/A
Knowledge of current methods and systems of bookkeeping, filing and purchasing.	
Criminal background check.	

Experience

Required	Preferred
Three years of clerical or office experience.	Four or more years of similar experience with at least one year in higher education.

Equipment

Required	Possible
Personal computer and standard office equipment.	Special equipment may be used in specific departments or sections.

Working Conditions

Usual	Special
Usual office conditions.	Some positions may be located in areas where scientific or service hazards exist.
	Occasional overtime may be required.

Supervision

Received	Given
General supervision from immediate supervisor. Specific direction on extremely complex assignments.	General supervision of other clerical and/or students.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.