

# Administrative Assistant Matrix

	<b>Administrative Assistant I</b>	<b>Administrative Assistant II</b>	<b>Administrative Assistant III</b>	<b>Administrative Assistant IV</b>
Scope	<ul style="list-style-type: none"> <li>* Follows specific, detailed instruction and applies understanding of basic principles and concepts</li> <li>* Work is directed</li> </ul>	<ul style="list-style-type: none"> <li>* Works on assignments of moderate scope and complexity</li> </ul>	<ul style="list-style-type: none"> <li>* Works on assignments that are varied and complex in nature</li> </ul>	<ul style="list-style-type: none"> <li>* Works on a variety of complex assignments generally of a critical and/ or confidential nature</li> </ul>
Major Job Responsibilities	<ul style="list-style-type: none"> <li>* Answers phones and greets visitors</li> <li>* Performs simple duties and tasks relating to miscellaneous departmental projects and office maintenance and/ or supply needs</li> </ul>	<ul style="list-style-type: none"> <li>* Performs a broad range of secretarial/ administrative duties, including: scheduling and coordinating meetings, events and travel, composing documents and assisting in report preparation</li> </ul>	<ul style="list-style-type: none"> <li>* Provides a broad range of high-level secretarial/ administrative support, including: coordinating meetings and events, composing and tracking a wide range of typewritten documents and preparing reports</li> </ul>	<ul style="list-style-type: none"> <li>* Directs the day-to-day administration of an institution officer, office program or department</li> <li>* Provides administrative support, including: composing a wide variety of complex, original typewritten documents and managing complex scheduling and travel arrangements</li> </ul>
		<ul style="list-style-type: none"> <li>* May regularly perform a variety of routine accounting, data entry, filing and other clerical tasks</li> </ul>	<ul style="list-style-type: none"> <li>* Undertakes editorial, research, translation and/ or administrative projects and conduct data analysis</li> </ul>	<ul style="list-style-type: none"> <li>* Plans, executes and supervises events, research and administrative projects that may span several functional areas</li> </ul>
		<ul style="list-style-type: none"> <li>* May answer phones and greet visitors</li> </ul>	<ul style="list-style-type: none"> <li>* May assist with budget preparation and tracking</li> </ul>	<ul style="list-style-type: none"> <li>* Handles a broad range of complex inquiries, issues and confidential materials and may have significant interaction with VIP guests</li> </ul>
			<ul style="list-style-type: none"> <li>* May regularly perform accounting, data entry, filing,</li> </ul>	<ul style="list-style-type: none"> <li>* Acts independently to determine methods and</li> </ul>

			desktop computer support and other administrative tasks	procedures
				* May assist with budget development and tracking
			* May handle complex written and phone inquiries and interact with guests	
Qualifications	* High School diploma/ GED * 0-1 Year related experience	* High School diploma/ GED * 1-2 years related experience	* High School diploma/ GED * 2-5 Years related experience	* High School diploma/ GED Bachelor's degree preferred * 5 or more years related experience

. Typically requires the qualifications stated or equivalent education and/or experience that reflect the required knowledge, skills and abilities to perform job responsibilities satisfactorily.