
Auburn University Job Description

Job Title:	Admin Supp Assoc-ACES/AAES	Level I	Grade 27 \$19,900 - \$33,100
Job Code:	DA04	Level II	Grade 28 \$21,900 - \$36,500
FLSA status:	Non-exempt		

Job Summary

Provides administrative, financial, and general clerical support within a department of Alabama Cooperative Extension Service (ACES) or Alabama Agricultural Experiment Station (AAES) with responsibility for a broad variety of office support duties and tasks.

Essential Functions

1. Performs multiple duties which are a mix of administrative and clerical in nature, which may include but are not limited to data gathering, correspondence, filing, calendar management, database management, document preparation, event scheduling, mail distribution, answering phones, and ordering supplies.
2. Acts as liaison to other departments and to the public on behalf of manager, director, or coordinator
3. Acts as point of contact for purchasing or vendor/outside agencies and project managers.
4. May provide budget tracking and monitoring, payroll processing, travel/expense voucher/procurement processing, and other financial and accounting procedures.
5. May advise staff, clients, and outside agencies of standard policies and procedures.
6. May perform some administrative duties such as budget coordination, computer support, human resources administration (beyond payroll entry), or coordination of complex projects or events.
7. May be responsible for scheduling or providing information for one or more programs.
8. May be responsible for handling cash and bank deposits and documenting properly.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Tasks are varied and may involve specialized procedures or systems.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma or equivalent plus 2 years experience.
II	Tasks are varied and broad and are governed by a variety of policies, procedures, contracts, and laws. Able to resolve a wide range of problems. Work is performed under occasional supervision.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 2 years experience.

Level II High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in clerical and administrative support services

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/29/2011
