

## JOB INFORMATION

|                         |                             |
|-------------------------|-----------------------------|
| Job Code                | DA05B                       |
| Job Description Title   | Admin Support Asst II-Admin |
| Pay Grade               | AS02                        |
| Range Minimum           | \$29,530                    |
| 33rd %                  | \$32,980                    |
| Range Midpoint          | \$34,700                    |
| 67th %                  | \$36,420                    |
| Range Maximum           | \$39,870                    |
| Exemption Status        | Non-Exempt                  |
| Approved Date:          | 1/1/1900 12:00:00 AM        |
| Legacy Date Last Edited | 1/4/2012                    |

## JOB FAMILY AND FUNCTION

|               |                                      |
|---------------|--------------------------------------|
| Job Family:   | Administration & Operational Support |
| Job Function: | Administrative Support               |

## JOB SUMMARY

Performs a variety of office support duties within an administrative department.

## RESPONSIBILITIES

- Acts as office receptionist: receives and routes telephone calls and visitors; provides and gathers information.
- Prepares documents, reports, newsletters and manuscripts, and may compose correspondence.
- Operates standard office equipment such as personal computers, copiers, scanners, fax machines, etc.
- Maintains inventory and orders office supplies, materials and equipment.
- Processes and prepares forms such as work orders, purchase orders and personnel documents.
- Creates and maintains records, files, documents, and images in the data system.
- Calculates, posts, and verifies standard financial statements, reports and vouchers.
- May perform other office support duties such as payroll processing, document processing, and assisting with financial services.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level            | Focus of Education |     | Years of Experience | Focus of Experience                      |  |
|----------------------------|--------------------|-----|---------------------|------------------------------------------|--|
| High School Diploma or GED |                    | and | 2 years of          | experience in clerical support services. |  |

Substitutions Allowed for Experience

Yes

*Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Standard knowledge of office functions.

Working knowledge of Auburn University administrative systems appropriate to the position.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              |            | X          |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold      |       | X      |              |            |            |
| Extreme heat      |       | X      |              |            |            |
| Humidity          |       | X      |              |            |            |
| Wet               |       | X      |              |            |            |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Noise                  |       | X      |              |            |            |
| Hazards                |       | X      |              |            |            |
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

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