



Job Title: Senior Administrative Services Assistant

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 103
FLSA Status: Non-Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position performs basic clerical functions. Duties may include: accepting and processing payments; answering questions; providing departmental or organizational information; scheduling appointments and travel; processing forms; running standard reports; preparing standard communications; registering students; and performing the duties of the assigned workers. In addition, this position may provide direction to student workers.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Drafts and types a variety of business documents, including letters, memos, contracts, and/or other related documents.
- Performs various routine clerical duties to include: using standard office equipment; screening incoming calls; taking and transmitting messages; greeting visitors; entering information into databases; scanning and/or faxing documents; and performing related duties.
- Performs a variety of administrative activities, which may include: making travel arrangements; scheduling and arranging meetings and/or events; transcribing meeting minutes; maintaining and updating the Department website; and managing supervisor's and/or departmental calendar.
- Responds to requests for information, in person, via e-mail, and over the phone; takes and transmits messages; answers Department questions and provides information; and directs visitors to appropriate locations.
- Files documents alphabetically, numerically, or by other prescribed methods.
- May prioritize and assign work to student workers; monitor the performance of student workers; and train student staff on work methods and procedures.
- May monitor project timelines;
- May collect, reconcile, and maintain complex data.
- May update personnel records;

- Monitors budgets; oversees contract renewals; processes travel documents; and may prepare field trips.
- Organizes and maintains inventory.
- Assists others in assigned areas.
- May coordinate and process TRV, TAR, and PARs.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalent; two (2) years of related clerical or office experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Customer service principles;
- Modern office procedures, methods, and equipment;
- English language, grammar, and punctuation;
- Basic filing, recordkeeping, and basic budget principles;
- Basic office equipment maintenance procedures; and
- Computers and related software applications.

Skills in:

- Composing routine business documents;
- Proofreading and editing documents;
- Providing customer service;
- Typing;
- Using modern office equipment;
- Preparing and maintaining records and files;
- Maintaining and tracking expenses;
- Working with spreadsheets;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	

Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.