

Job Title: OPS Senior Administrative Services Assistant

Compensation: \$16.54 - \$16.54

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 3

**Position Summary:**

Incumbents perform basic clerical functions such as providing customer service by answering defined questions and providing information, and preparing standard correspondence and reports. Responsibilities may include accepting and processing payments; 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 lower level. Incumbents may provide direction to student workers and may occasionally perform some of the duties of the higher levels.

**Requirements:**

**Education:**

High School Diploma or equivalent (GED).

**Experience:**

Two years clerical or office experience.

\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

**Knowledge:**

- Customer service principles;
- Modern office procedures, methods, and equipment;
- Basic filing and record keeping principles;
- Basic office equipment maintenance procedures;
- Computers and related software applications.

**Skills:**

- Composing routine correspondence, memos, forms, and/or other related information;
- Proofreading and editing documents;
- Providing customer service;
- Maintaining files;
- Using modern office equipment;
- Preparing and maintaining records and files;
- Prioritizing and assigning work;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Responsibilities:**

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Drafts and types a variety of business documents, including letters, memos, contracts, and/or other related documents.	Daily 25%

These duties are a representative sample; position assignments may vary.		Potential Frequency
2.	Performs various routine clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; greeting visitors; entering information into databases; scanning and/or faxing documents; and performing related duties.	Daily 25%
3.	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.	Daily 20%
4.	Files documents alphabetically, numerically, or by other prescribed methods.	Daily 10%
5.	Responds to requests for information, in person, via e-mail, and over the phone; takes and transmits messages; answers department questions and provides information; directs visitors to appropriate locations.	Daily 10%
6.	May prioritize and assign work to student workers; monitor the performance of student workers; and train student staff on work methods and procedures.	Daily 10%
7.	Performs other duties of a similar nature or level.	As Required

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behavior, please contact the Title IX Coordinator at [727-341-3261](tel:727-341-3261); by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at [eaeo\\_director@spcollege.edu](mailto:eaeo_director@spcollege.edu).