

USC Human Resources Administration

Administrative Assistant I

Job code: 111019

Grade: G | Overtime eligible: Yes | Date approved: January 11, 2005

Summary

Performs varied secretarial and administrative duties for an academic or administrative department

Accountability

Priority	Time (%)	Task (Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.)
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Composes and produces a variety of business correspondence, reports and related materials or guides the work of other staff who produce these materials. Reviews and signs, as authorized.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Edit documents produced by others.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Ensures confidentiality and controls access to sensitive information such as faculty or staff personnel files.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Responds to inquiries and requests for information requiring knowledge of departmental and university policies and procedures.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Serves as internal resource to faculty, administrators, staff or students on departmental and university procedures. Researches information, as requested, and relays official interpretations. Maintains currency on revisions to department, school, and/or university policies and procedures.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Performs administrative duties associated with scheduling and coordinating meetings and planning events. Arranges with vendors for services, prepares agendas, gathers and organizes supporting information, and oversees production and distribution of related materials. Attends functions to ensure satisfactory outcome. Records minutes and summarizes for typing and distribution.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Researches and gathers data for departmental reports. Conducts preliminary analysis of data. Recommends report content and format to display findings most effectively.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Assists in budget preparation by gathering historical data in a limited area, such as materials and supplies or salaries. Tracks and monitors assigned budget expenditures and reports on variances.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Coordinates the preparation, development and production of major documents, such as proposals, manuscripts, accreditation reviews. Coordinates efforts or contributions of multiple staff and/or faculty.
<input type="radio"/> Essential	<input type="text"/> %	Oversees office operations. Implements changes or enhancements to procedures to improve productivity, efficiency and service.

- Marginal
- Non-applicable

% Assists in maintaining office equipment and purchases.

- Essential
- Marginal
- Non-applicable

% Supervises unit employees and/or student workers, as assigned. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a regular basis. Ensures timely completion of unit's work

- Essential
- Marginal
- Non-Applicable

% Total must not exceed 100.

Emergency response/recovery No Yes

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's emergency operations plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

Qualifications

Minimum education	Preferred education
<ul style="list-style-type: none"> • Associate's degree • Combined experience/education as substitute for minimum education 	Bachelor's degree
Minimum experience	Preferred experience
2 years	3 years
Minimum field of expertise	Preferred field of expertise
Secretarial or specialized clerical, including some administrative experience.	Combined secretarial and administrative experience in a university environment, preferably USC
Skills	Machine/equipment
<ul style="list-style-type: none"> • Answer telephones • Arrange travel • Assemble and coordinate manuscripts • Balance figures • Communicate with others to gather information • Compose letters • Compute totals • Coordinate meetings • Coordinate work of others • Develop office procedures • Edit routine documents • Establish and maintain filing systems • Gather data • Prioritize different projects • Research information • Understand and apply policies and procedures • Use database and/or word processing software • Verify calculations • Write memorandums for own signature <p>Other:</p> <ul style="list-style-type: none"> • Leadership/guidance skills 	<ul style="list-style-type: none"> • Adding machine (desktop printing calculator) • Calculator • Computer and peripheral equipment • Computer network (department or school) • Computer network (university) • Fax • Photocopier • Typewriter
Supervises level	
Leads one or more employees performing clerical/secretarial work	
Comments	

Signatures

Employee:

Date:

Supervisor:

Date:

The above statements are intended to describe the general nature and level of work being performed. They are not

intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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