



Job Description

Job Title: Administrative Assistant I

Grade: G

Department: Security

FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of standard clerical and administrative tasks which may include, but not limited to, responding to inquiries and requests, reviewing documents, resolving discrepancies, gathering information, entering into computer system, typing and assisting with the daily operations of the Security Department

Characteristics Duties and Responsibilities:

1. Coordinates ARMS Records.
2. Monitors the Access Control System.
3. Responsible for Clery Act Coordination.
4. Manages the State Bureau of Investigation (SBI) Coordination.
5. Performs a variety of clerical services.
6. Monitors inventory and supplies.
7. Other duties as assigned.

Reporting Relationships:

Direction Received:

Reports to the Executive Director of Security

Direction Given:

No authority or responsibility for the supervision of others, project direction, or program management

Minimum Requirements:

High School Diploma or GED; beginner level Microsoft Office skills which include general knowledge of word processing and spreadsheets and one year of office experience.



Job Description

Job Title: Administrative Assistant I

Grade: G

Department: Security

FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of standard office procedures and equipment
Knowledge of computer and office applications
Ability to work well with individuals with diverse backgrounds

Working Conditions:

Typical Office Environment