Job Description

Job Title:	Administrative Assistant I-Facilities Services	**Grade:**	G
Department:	Facilities Services	**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 are not necessarily limited to, responding to inquiries and requests, reviewing documents, resolving discrepancies, gathering information, entering information into computer system, typing and filing in support of Department's daily operations.

Characteristic Duties and Responsibilities:

1. Responds to inquiries and requests involving some use of independent judgment to fit situation or facts with established guidelines; serves as informational resource to staff.
2. May review documents and information; researches and resolves discrepancies; may make preliminary determination as to status or disposition using set standards.
3. May gather and summarize information; may produce reports.
4. May monitor inventory and supplies and fill out orders as needed.
5. May process forms and information; may enter information into computer system; may review for accuracy.
6. May balance accounts and prepare cash deposits for bank.
7. Provides general information and answers inquiries on services and procedures over phone and in person.
8. May perform a variety of clerical services including typing correspondence and/or filing records.
9. May perform various administrative tasks including assisting in training programs, assisting in maintaining calendar, or scheduling rooms.
10. Clery Act Coordinator – Maintains and coordinates all security incident statistics, reviews and files to ensure accuracy of all Federal crime disclosure reports, and maintains the daily crime log, which are Federal disclosure items required by the Clery Act, code of Federal Regulations 668.46. Responsible for making changes and entries into CPCC Information Technology Network.
11. Watch Post Coordinator- Serves as the primary coordinator and administrator for the computerized security incident reporting database. Accurately reviews cases to determine which incidents fall within the federal regulations for disclosure and ensures timely posting of information. Ensure CPCC compliance with the statue.
12. State Bureau of Investigation (SBI) Coordinator – Primary point of contact for the SBI to process reports

involving damaged or stolen state funded property as required by North Carolina General Statue 114-15.1. Ensure timely (10) days and accurate reporting of incidents to the State Bureau of Investigation as required by NCGS 114-15.1. Ensure CPCC compliance with the statue.

13. Accounts Payable – Coordinates facilities rentals for CPCC, including booking, insurance requirements, and receiving payment from community clients. Coordinates the reimbursement of security costs for special events for event promoters.
14. Perform other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Director of Facilities Services Contracts and Support Services

Direction Given: No direct line supervision given

Minimum Requirements:

Requires a high school diploma or GED and one year of office work experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Ability to read and interpret laws related to the Clery Act

Accurate record keeping

Excellent organizational and time management skills

Ability to multitask

Knowledge of standard office procedures and equipment.

Knowledge of computer and office applications

Ability to work well with individuals with diverse backgrounds

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Working Conditions:

Typical office environment: Frequently sitting at a desk or workstation using a computer display, keyboard, mouse and telephone; frequently walking inside building and traveling between buildings on campus; infrequently lifting and carrying items up to 10 lbs.; infrequently bending or twisting at the waist and reaching overhead

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. August 2011