



Job Description

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|--------------------|--|---------------|------------|
| 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, scanning and filing in support of Department's daily operations.

Characteristic Duties and Responsibilities:

1. Processes and maintains facilities rentals and leases.
2. Manages front desk and room reservations.
3. 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.
4. May review documents and information; researches and resolves discrepancies; may make preliminary determination as to status or disposition using set standards.
5. May gather and summarize information; may produce reports.
6. May monitor inventory and supplies and fill out orders as needed.
7. May process forms and information; may enter information into computer system; may review for accuracy.
8. Prepares cash deposits for bank of facilities rentals.
9. Provides general information and answers inquiries on services and procedures over phone and in person.
10. May perform a variety of clerical services including typing correspondence and/or filing records.
11. May perform various administrative tasks including assisting in training programs, assisting in maintaining calendar, or scheduling rooms.
12. 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.
13. Perform other duties as assigned.



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Reporting Relationships:

Direction Received: Reports to the Office Coordinator of Facilities Services

Direction Given: No authority or responsibility for the direction of others

Minimum Requirements:

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

Preferred Qualifications:

Well versed in Building Construction vocabulary and nomenclature

Knowledge, Skills, Abilities and Worker Characteristics:

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

Well versed in Building Construction vocabulary and nomenclature



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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