

Administrative Assistant I-II

Agency: Department of General Services

Department: Administrative Services Division

Position Type: Full-Time, Permanent

Position Summary

Provides administrative support to the Administrative Services Division. Performs clerical duties including filing, data entry, scheduling, and customer service. Assists with budget tracking and maintains office supplies inventory.

Required Education

High School Diploma or GED. Associate's degree preferred but not required.

Required Skills (Must Have ALL)

- Microsoft Office Suite (Word, Excel, Outlook)
- Data entry and record keeping
- Customer service
- Written and verbal communication

Required Tools (Must Have at Least ONE)

- QuickBooks
- SAP
- Oracle Financials

Position Levels & Experience Requirements

- **Level I:** 1+ years of relevant experience
- **Level II:** 3+ years of relevant experience

Key Responsibilities

- Answer phones and direct calls to appropriate staff
- Maintain filing systems and office records
- Schedule meetings and maintain calendars
- Process expense reports and purchase orders
- Provide customer service to internal and external stakeholders