

CIVILIAN EMPLOYEE QUALIFICATION AND JOB DESCRIPTION

Administrative Assistant III – SG 09

Education:	Completion of two years studies in college or High School Graduate with relevant vocational/trade course
Experience:	Two years of administrative support experience
Training:	20 hours of relevant training
Eligibility:	Career Service (Sub-professional) First Level Eligibility

Job Description

1. Composes and types routine letters, memoranda, reports, minutes of meetings, scientific or technical material, numerical data, charts and forms;
2. Receives and screens visitors and telephone calls, takes messages, schedules appointments for personnel and/or management staff and provides information to callers requiring knowledge of Office's operations, supervisor's point of view, and the interpretation and application of policies and procedures;
3. Schedules and arranges meetings and conferences for professional(s) and/or management staff and notifies interested parties; makes travel reservations as needed;
4. Proofreads and corrects prepared materials for correct grammar, format, completeness, and content;
5. Establishes and maintains office files, logs, indexes, control records, or other information concerning the work under the supervisor's control;
6. Enters, retrieves, updates, verifies, and deletes information from electronic files;
7. Takes minutes or recordings of meetings;
8. Sorts, opens, and distributes incoming mail to staff; associates incoming correspondence with files or related materials needed for meetings, correspondence, and reports;
9. Maintains confidentiality of documents and information received;
10. Keeps informed of office details and advises management of problems;
11. Determines needs and orders office supplies, equipment, repair and maintenance services through channel; and
12. Performs related work as assigned.