## Administrative Assistant Career Ladder Matrix

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Administrative Assistant Family</th>
<th>Administrative Assistant</th>
<th>Administrative Assistant I</th>
<th>Administrative Assistant II</th>
<th>Administrative Assistant III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code</td>
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<td>MS0008</td>
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<td>MS0067</td>
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<td>Pay Grade</td>
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<td>13</td>
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<td>19</td>
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</table>

### Position Summary
- **Receptionist/Data Entry Clerk**: Under the direct supervision of the Administrator or designee, the Receptionist/Data Entry Clerk will greet visitors, direct patrons, and perform a full range of data entry and administrative support services.
- **Administrative Assistant**: Under the direct supervision of the Administrator or designee, the Administrative Assistant performs diversified and complex administrative duties.
- **Administrative Assistant I**: Under the general supervision of the Administrator or designee, the Administrative Assistant I coordinates and performs a variety of confidential and complex administrative duties and may support the implementation of projects.
- **Administrative Assistant II**: Under the supervision of the Administrator or designee, the Administrative Assistant II coordinates and performs a full range of advanced level, confidential, and complex administrative duties. Prior approval is required before using this title.

### Essential Functions
- **Receptionist/Data Entry Clerk**: May functionally report into a grade 17 or 19, this position is the entry level position into the Administrative Assistant job family. This position will handle routine administrative issues, data entry, telephone calls, and prepare and maintain correspondence.
- **Administrative Assistant**: May functionally report into a grade 17 or 19, this position handles administrative functions, telephone calls, visitors, audits data entry, schedules and arranges conferences, prepares handouts, agendas, etc., maintains appointment books, calendars, and office supplies.
- **Administrative Assistant I**: May functionally report into a grade 17 or 19, this position updates correspondence, runs reports and files, types, and answers phones. In addition to those tasks this level is expected to assist with the preparation of grants, digital communications, payroll, personnel action forms, travel logistics, expense reports, submit invoices, support meetings, answer e-mails, and respond to routine correspondence, etc.
- **Administrative Assistant II**: May functionally report into a grade 19, this level is expected to command a wide-range of administrative functions from the previous levels while also being able to assist with departmental on-boarding and coordinate projects within a team. The Administrative Assistant II will be expected to edit and proofread documents, participate in the preparation of grants and report development. This level is expected to process human resource related forms ensuring employee confidentiality.
- **Administrative Assistant III**: This level must report to a Director, Department Head, or Division Head and may receive functional supervision from an Administrator. This position must meet all of the following requirements: This position is expected to protect confidential information that relates to the strategy of the department, prepare presentations, assist with budgetary responsibilities, assist in establishing policies and procedures for the department, and lead office activities. In addition, this position will draft documents, complete journal entries and billing, highlight action and attach relevant information to mail, maintain office equipment, and assist with the credentialing process.

### Required Qualifications
- **Receptionist/Data Entry Clerk**: HS Diploma or equivalent 0-1 years of related experience
- **Administrative Assistant**: HS Diploma or equivalent 1-3 years of related experience
- **Administrative Assistant I**: HS Diploma or equivalent 3-5 years of related experience Proficient in Microsoft Office products and software. Ability to prioritize and problem solve.
- **Administrative Assistant II**: HS Diploma or equivalent 5-7 years of related experience Proficient in Microsoft Office products and software. Ability to prioritize and problem solve.
- **Administrative Assistant III**: HS Diploma or equivalent 7-9 years of related experience Proficient in Microsoft Office products and software. Ability to prioritize and problem solve.

### FLSA Status
- **Receptionist/Data Entry Clerk**: Non- Exempt
- **Administrative Assistant**: Non- Exempt
- **Administrative Assistant I**: Non- Exempt
- **Administrative Assistant II**: Exempt
- **Administrative Assistant III**: Exempt

### Promotional Process
- **Receptionist/Data Entry Clerk**: Requisition
- **Administrative Assistant**: Requisition
- **Administrative Assistant I**: Requisition
- **Administrative Assistant II**: Requisition
- **Administrative Assistant III**: Requisition