

Administrative Assistant Career Ladder Matrix

		Administrative Assistant Family				
Job Title	Receptionist/Data Entry Clerk	Administrative Assistant	Administrative Assistant I	Administrative Assistant II	Administrative Assistant III	
Job Code	MS0024	MS0015	MS0008	MS0004	MS0067	
Pay Grade	11	13	15	17	19	
Position Summary	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.	Under the direct supervision of the Administrator or designee, the Administrative Assistant performs diversified and complex administrative duties.	Under the direct supervision of the Administrator or designee, the Administrative Assistant I performs diversified and complex administrative duties and may provide some guided project coordination.	Under the general supervision of the Administrator or designee, the Administrative Assistant II coordinates and performs a variety of confidential and complex administrative duties and may support the implementation of projects.	Under the supervision of the Administrator or designee, the Administrative Assistant III coordinates and performs a full range of advanced level, confidential, and complex administrative duties. Prior approval is required before using this title.	
Essential Functions /Scope	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.	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.	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.	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.	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	HS Diploma or equivalent 0-1 years of related experience	HS Diploma or equivalent 1-3 years of related experience	HS Diploma or equivalent 3-5 years of related experience Proficient in Microsoft Office products and software. Ability to prioritize and problem solve.	HS Diploma or equivalent 5-7 years of related experience Proficient in Microsoft Office products and software. Ability to prioritize and problem solve.	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	Non- Exempt	Non- Exempt	Non- Exempt	Exempt	Exempt	
Promotional Process	Requisition	Requisition or In-family Promotion from Receptionist/Data Entry Clerk	Requisition or In-family Promotion from Administrative Assistant	Requisition or In-family Promotion from Administrative Assistant I	Requisition or In-family Promotion from Administrative Assistant II	