

Benchmark Title **ADMINISTRATIVE ASSISTANT 2 – 7**

Grid Level 7 – JJEP Wage Grid

Job Summary Provides a variety of reception and clerical assistance in an office; prepares correspondence, reports and other documents; maintains a variety of financial and other records, files and related filing systems.

- Key Duties and Responsibilities**
1. Provides secretarial clerical and administrative support to management and other staff: Arranges meetings, schedules appointments and makes travel arrangements; books rooms for meetings. Prepares agendas and takes minutes at meetings as required.
 2. Performs word processing, data input and typing support to prepare correspondence, meeting minutes, forms, client information, thank you and appointment letters and internal memoranda.
 3. Answers phone and in person inquiries and routes to appropriate staff members if required; Replies to general information requests accurately and in a timely manner.
 4. Prepares meeting agendas and supporting material for distribution.
 5. Performs data entry functions such as inputting information into databases and contact lists; Maintains and updates filing, inventory, mailing lists, registers and/or other records either manually or using a computer
 6. Uses desktop software applications to generate spreadsheets, reports and other documents as required; Compiles data and produces reports and statistics as required; undertakes basic analysis and identifies key findings
 7. Coordinates the maintenance of office equipment
 8. Prepares meeting agendas and supporting material for distribution.
 9. Maintains a variety of financial records such as petty cash fund, purchase orders and cheque requisitions.
 10. Performs other support duties related to program areas such as providing information to clients or visitors, assisting with intake and client/applicant tracking, checking program requirement documentation for accuracy and completeness.
 11. Orders supplies; negotiates price as required.
 12. Performs other duties as assigned

Qualifications *Education and Knowledge*

Grade 12, plus related post-secondary courses in secretarial training or office procedures.

Training and Experience

One (1) year recent related experience.

Or an equivalent combination of education, training & experience.

**COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN
RATING RATIONALE**

BENCHMARK TITLE: Administrative Assistant 2

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires Grade 12 plus post-secondary courses in secretarial training or office procedures	3	56
2	Training and Experience – Requires up to 1 year recent related experience	3	75
3	Physical Demands – Often performs production keyboarding to type correspondence, produce reports and enter data	5	35
4	Concentration – Often focuses on source documents for word processing and data entry	4	33
5	Independence – Guided by specific procedures, selects amongst courses of action to complete assignments using previous instruction to provide secretarial support such as draft routine correspondence, arrange meetings and travel and maintain the organization’s filing system	3	43
6	Judgement – Judgement required to recognize known differences in client or staff request or inquiries and determine the priority of tasks to provide secretarial support such as draft routine correspondence, arrange meetings and travel and maintain the organization’s filing system	3	43
7	Leadership/Supervision – Little or no responsibility	1	20
8	Accountability – Errors may result in minor confusion, which is quickly discernible and results in minimal delay or expense to correct such as contacting the wrong person or a wrong meeting time	2	29
9	Communication – Clarifies factual information and settles requests when booking meetings or making travel arrangements	2	29
10	Care of Individuals – Little or no responsibility	1	10
11	Environment/Working Conditions – Sometimes faced with multiple demands with time pressures to finish specific job tasks such as balancing schedules, dealing with interruptions and managing competing deadlines	4	33
Total Points			406
Grid Level			7