

# USC Human Resources Administration

## Administrative Assistant II

Job code: 111020

Grade: H | Overtime eligible: Yes | Date approved: January 11, 2005

### Summary

Performs varied administrative and general office duties for an academic or administrative department.

### Accountability

Priority	Time (%)	Task (Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.)
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Organizes and expedites flow of work through supervisor's office and/or administrative department. Initiates follow-up action. Serves as resource to others on departmental and university procedures or in the resolution of moderate to complex problems or issues. Interacts with university offices and/or supervisor's subordinates to facilitate communications and information exchange.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Composes and produces a variety of business correspondence, reports, confidential documents and/or forms, and related materials or guides the work of other staff who produce these materials. Reviews and signs, as authorized.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Ensures confidentiality and controls access to sensitive information such as faculty or staff personnel files.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Coordinates department public relations functions, as assigned, such as special events, conferences, seminars, etc. Arranges with vendors for sites, facilities, catering, guest accommodations, etc. Coordinates production and/or distribution of promotional materials.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Assists in contracts and grants administration. Monitors budgets, prepares and submits reports. Interacts with university contract administrators and funding agency officers to provide information, resolve problems and coordinate on-site visits.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Researches and gathers data for departmental reports. Conducts preliminary analysis of data. Recommends report content and format to display findings most effectively.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Maintains and modifies the school's or department's website including content, graphical and multimedia displays and communications. Gathers feedback for website improvement and enhancement. Tests, maintains and ensures functionality of links. Monitors website for consistency, cross-referencing and compliance with university standards for website content and development.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Assists in budget preparation by gathering historical data in a limited area, such as materials and supplies or salaries. Tracks and monitors assigned budget expenditures and/or special actions and reports on variances. Provides projections, as requested.
<input type="radio"/> Essential <input type="radio"/> Marginal <input type="radio"/> Non-applicable	<input type="text"/> %	Screens and prioritizes incoming calls, determining what contact or action is required for satisfactory disposition. Responds to inquiries or requests for information or refers to supervisor, as appropriate.
<input type="radio"/> Essential	<input type="text"/> %	Maintains unit or departmental database and related records. Enters and/or verifies database transactions. Provides technical support and design of enhancements.

- Marginal
- Non-applicable

% Assists in maintaining office equipment and purchases.

- Essential
- Marginal
- Non-applicable

% Provides guidance and direction to staff and/or student workers, as assigned. Schedules, assigns or prioritizes workloads. Sets appropriate deadlines.

- Essential
- Marginal
- Non-applicable

**Emergency response/recovery:**  No  Yes

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's emergency operations plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

## Qualifications

<b>Minimum education</b>	<b>Preferred education</b>
<ul style="list-style-type: none"> <li>Bachelor's degree</li> <li>Combined experience/education as substitute for minimum education</li> </ul>	Bachelor's degree
<b>Minimum experience</b>	<b>Preferred experience</b>
3 years	4 years
<b>Minimum field of expertise</b>	<b>Preferred field of expertise</b>
Secretarial or specialized clerical and administrative experience	Bachelor's degree
<b>Skills</b>	<b>Machine/equipment</b>
<ul style="list-style-type: none"> <li>Answer telephones</li> <li>Arrange travel</li> <li>Assemble and organize numerical data</li> <li>Balance figures</li> <li>Communicate with others to gather information</li> <li>Compose letters</li> <li>Compute totals</li> <li>Coordinate events</li> <li>Coordinate meetings</li> <li>Coordinate work of others</li> <li>Establish and maintain filing systems</li> <li>Gather and input data</li> <li>Prioritize different projects</li> <li>Research information</li> <li>Schedule appointments</li> <li>Understand and apply policies and procedures</li> <li>Use computer packages to prepare graphics</li> <li>Use computerized spreadsheets</li> <li>Use database and/or word processing software</li> <li>Verify calculations</li> <li>Write memorandums for own signature</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>Communication—written and oral skills</li> <li>Leadership/guidance skills</li> <li>Organization</li> </ul>	<ul style="list-style-type: none"> <li>Adding machine (desktop printing calculator)</li> <li>Calculator</li> <li>Computer and peripheral equipment</li> <li>Computer network (department or school)</li> <li>Computer network (university)</li> <li>Fax</li> <li>Photocopier</li> <li>Typewriter</li> </ul>
	<b>Supervises level</b>
	<ul style="list-style-type: none"> <li>Leads one or more employees performing administrative, clerical/secretarial work</li> <li>May oversee student, temporary and/or casual workers</li> </ul>
	<b>Comments</b>

## Signatures

Employee:

Date:

Supervisor:

Date:

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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