

**Lane Council of Governments
Job Classification**

Job Title:	Administrative Aide II	FLSA Status:	Non-Exempt
Division:	Senior & Disabled Services	Range:	3
Reports To:	Program Supervisor	Last Revised:	August 2000

General Statement of Duties

Perform a variety of receptionist and procedural clerical and office tasks such as filing, data entry, preparation of standard forms, greeting visitors, answering and routing telephone calls, typing, and routine posting duties within clearly defined instructions or under close supervision.

Supervision Received

Work is performed under continuing supervision and work performance is evaluated through periodic checks and through the adequacy and timeliness of products and services provided and results observed.

Supervision Exercised

None.

Resource Responsibility

Little or no responsibility for monetary or human resources. Work is subject to review.

Distinguishing Features

Positions assigned to the Administrative Aide II classification are distinguished by the requirement for receptionist office skills. Tasks can typically be learned on the job within a reasonable period of time. Problem solving is limited and positions operate within defined procedures.

Essential Job Functions

Receive incoming calls on multi-line telephone and take messages or route calls to appropriate individuals.

Perform receptionist functions by greeting all people entering the office, providing necessary action to assure provision of appropriate services.

Type and distribute standardized forms, correspondence, reports, contracts, memoranda, statistics and schedules by using office machines such as a typewriter, word processor, adding machine, photocopier, and other standard office equipment.

Use computer terminal to enter and retrieve information.

Sort and distribute mail according to general knowledge of department activities and programs.

Assist in the preparation of regularly recurring reports that may involve basic, routine mathematical calculations and tabulations in accordance with established methods.

Compile and verify data from varied sources.

Maintain and update files, records, and logs on computerized and manual record keeping systems. Search files and records for readily identifiable information as directed.

Other Job Functions

Provide back-up support to other clerical positions and the office in case of absence or work overload.

Perform other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of business machines. Work may involve occasional lifting of object weighing 15 to 25 pounds.

Knowledge, Skills, and Abilities

Some knowledge of office practices, procedures and equipment.

Ability to communicate effectively with other employees and the general public using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to operate standard office equipment such as typewriter, computer terminal, word processor, transcriber, calculator and photocopier.

Ability to type at level required for specific position.

Ability to physically perform assigned duties.

Education and Experience

High school diploma (or G.E.D.) and two years general office and receptionist experience, or any combination of education and experience that provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.