

ADMINISTRATIVE AIDE

NATURE OF WORK IN THIS CLASS:

This is clerical and administrative work involved in interpreting and applying appropriate laws, rules, regulations, policies and procedures for an agency's program or support functions.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Reviews and approves berthing slip permits in accordance with the Marina rules and regulations; answers inquiries and investigates complaints/incidents at the Marina; prepares time sheets of employees; collects fees and makes deposits.

Accepts and reviews application for admission to the university; screen and established students' records for admission requirements; posts cancelled courses, add/drop on student application and registration; advises or counsels students on resident requirements, courses required and academic status; coordinates regular and late registration for placement.

Establishes and implements office procedures.

Requisitions and follows through on supplies and services.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern office practices and procedures.

Ability to apply and interpret established laws, rules, regulations and other program guidelines.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience involving public contact work with arithmetic computations; or

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(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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Executive Director
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