MARYLAND ENVIRONMENTAL SERVICE
JOB DESCRIPTION

Job Title: Administrative Assistant

FLSA Status /Grade: Non-Exempt / 2

Group: Various

POSITION SUMMARY

Provides secretarial support/administrative assistance to Group Executive Staff, and office personnel. Ensures accuracy of assigned Group correspondence and data flow throughout the Agency.

ESSENTIAL FUNCTIONS

Provides secretarial/administrative support to the Executive Director of the Group, Division Chiefs and the Administrator of the Group in addition to other employees.

Types proposals, correspondence, statements, tables, forms, budgets, and reports from corrected copy, rough draft or oral detailed instructions. Also examines and verifies complex reports for completeness, propriety and accuracy.

Compose correspondence dealing with routine and occasionally complex subject matter. May also compose correspondence related to confidential matters.

Receives phone calls, answers questions for prospective employees, schedules and/or coordinates appointments or meetings for superiors. Also makes arrangements for travel, i.e., hotel reservations, flight reservations, etc.

Opens, sorts, and routes incoming correspondence to appropriate person(s).

Reviews outgoing correspondence for accuracy and proper formatting.

Prepares expense accounts, mileage reports, check requests and procurement documents for supervisor’s signature.

Prepares and/or approves routine procurement documents for purchase of materials such as office supplies, uniforms, etc.

Routes flow of material when supervisors are not available.
OTHER RESPONSIBILITIES

Persons in this position may be required to work overtime to ensure that projects are completed on time.

May be required to assist other departments within the Agency with routine administrative duties.

Provides back-up assistance during the absence of other Agency staff members.

Maintains inventory of various materials and/or supplies.

Performs other work related duties as assigned.

SUPERVISORY REQUIREMENTS

None

EDUCATION AND EXPERIENCE

Graduation from high school or GED plus two years of secretarial, administrative or clerical experience.

Note: Applicants may substitute one year of education at an accredited community college or business school in an administrative, business or financial curriculum for up to one year of required experience.

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to pass standard physical exam for this job.

Proficiency in the organization and prioritization of assignments with ability to meet deadlines.

Effective communication with staff and managers both orally and in written format.
Computer literacy with spreadsheets, word processing, and e-mail programs.

LICENSES AND CERTIFICATIONS

None

PHYSICAL DEMANDS

Visual requirements for computer activities are essential.

While performing the duties of this job, the employee is routinely required to talk, hear, sit, walk, bend, and stoop, reach with hands and arms, use hands and fingers.

The ability to lift lightweight items (less than 5 lbs.) is required on a routine basis.

It may be required occasionally for the employee to lift, move, push, or pull items weighing up to 25 lbs.

WORK ENVIRONMENT

The employee routinely works with and around equipment such as copiers, binding machines, and facsimile machines.

The employee may occasionally be exposed to extreme heat/cold if assigned to off-site locations.

The noise level in the work environment is usually quiet to moderate.