

Administrative Support Assistant - Level I Suggested Development Plan

Essential Functions		
General Category	Specific Function	Recommended Courses [indicates take if needed]
Office receptionist	Routes telephone calls and visitors Provides and gathers information	TW100, TW200, OM400 OM240, OM460
Prepares documents	Prepares documents, reports, newsletters and manuscripts	[HR410], HR420, HR295
Operates standard office equipment	Operates computers, copiers, scanners, fax machines	[PC905, 906, and/or 907 ¹]
Manage office supplies and equipment	Maintains inventory of office supplies, materials, and equipment Orders office supplies, materials, and equipment	OM220 OM100, OM150
Processes and prepares forms	Processes and prepares work orders, purchase orders, and personnel documents	OM130, OM150 OM260, OM280, OM300, OM320, OM340, OM380
Creates and maintains items in the data system	Creates and maintains records, files, documents, and images in the data system	[CT200], [CT201], [CT300]
Familiar with standard financial items	Calculates, posts, and verifies standard financial statements, reports, and vouchers	OM130, OM150
Other office support duties	Payroll processing Document Processing Assist with financial services	OM120 OM100

¹These are the Introduction, Intermediate, and Advanced series for Microsoft Word; take the courses that are needed.

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