

# **Administrative Services**

## **Assistant 3 (ASA 3)**



### **Environmental Division, Administrative Section – 1 Position**

The Administrative Services Assistant 3 directly supports the Environmental Division Director and will require the individual to perform a variety of moderately complex and specialized administrative functions with accuracy and efficiency.

The duties assigned to this position require an individual with the ability to take initiative, and work independently in several areas of office management, fiscal management, and customer relations. Flexibility and excellent interpersonal skills are essential to this position in order to accommodate work conditions as they change.

The preferred candidate will demonstrate:

1. Exemplary planning and time management skills,
2. The ability to work well with all levels of internal management and staff, outside customers and vendors,
3. Monitoring Division activities on behalf of the Division Director,
4. Ability to multitask and prioritize daily workload,
5. High level verbal and written communications skills,
6. Discretion and confidentiality,
7. A strong knowledge of standard computer software knowledge such as Microsoft Office, Visio, Outlook, Adobe Standard, web browsing, and web site maintenance
8. Working as part of a team,
9. Managing email and calendars,
10. Making travel, meeting and event arrangements,
11. Memo composition, preparing reports and correspondence,
12. Creating presentations,
13. Developing and maintaining spreadsheets,
14. Coordinating office communication,
15. Maintaining a wide variety of paper and electronic documents in accordance with established guidelines and policies.