

Workforce Role Description

Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Job Title	Job Code	Grade Level	Approval Date
Administrative Assistant	50158	CSM	8/3/10

Purposes

Performs administrative duties for a work group, department/area, manager or director. Prepares documents, reports, charts, and graphs. Maintains and updates calendars. Schedules and/or coordinates meetings. Makes travel arrangements. Creates and/or maintains filing systems. Reviews and distributes mail. Collects data and compiles information. Answers telephone and responds to routine calls/inquiries. Prepares correspondence. May perform data entry activities. (It is expected that all competent assistants will reach this level)

Responsibilities

Provides a wide variety of administrative and support services. May assist in budget preparation and control activities. May assist in the preparation and control of records, statistics, and reports regarding operations, personnel changes, etc. Administers programs, projects, and/or processes specific to the operating unit served. May serve as administrative liaison with others within and outside the company regarding administrative issues related to purchasing, personnel, facilities and operations. May conduct research, analyze information, and prepare recommendations. May deal with confidential information.

Leveling guide

Supervision: Works under minimal supervision

Complexity: Decisions and tasks are moderately complex and often non-routine, sound judgment, accuracy and timeliness required, assist in resolving complex issues and problems

Problem Solving: Resolves conventional problems, questions, or situations in conformance with defined criteria, practice, or protocol. Limited latitude to deviate without approval of supervisor. Work product is spot-checked for accuracy.

Supervision of others: None

May assist in orienting and training lower level employees

Qualifications

Requires a High School diploma or equivalent and three to five years of related experience. Intermediate office skills which include: knowledge and ability to conduct moderate to complex research projects and formulate summaries for approval, intermediate experience with standard business software, sufficient to create reports, charts, graphs and tables, ability to author correspondence with minimal supervision, knowledge of concepts, practices, principals and standards of department/division product or services, and tasks require sound judgment, accuracy and timeliness. Skill level requirement: completion of the following assessment tests with a passing score: Microsoft Word-Experienced Users, Excel Basic and PowerPoint Essentials. Optional tests include: Business Communications, Outlook Essentials and Microsoft Essentials. Talent Plus is also available for measuring natural abilities.