

ADMINISTRATIVE ASSISTANT I
Texas Optometry Board

Salary Group A09

Class No. 0150

GENERAL DESCRIPTION

Performs entry-level administrative support and/or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing administrative support. Exercises vigilance in maintaining confidential files and reports, tact in receiving visitors, answering telephone, and in responding to the general public and licensees, and judgment in assembling and organizing information for supervisors. Work is performed under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Technical Program Assistance:

- Perform data entry
- Maintain confidential files and records
- Scan and retrieve documents
- Assist in preparing statistical data
- Perform related work as assigned

Administrative Support:

- Prepares, edits and/or distributes routine and special correspondence, reports, forms, memoranda and documents
- Provides assistance answering phone calls, routing incoming calls, and taking messages
- Provides assistance in opening, logging, and distributing incoming mail
- Assists with organizing complaint files
- May assist in the development of policies and procedures
- Perform related work as assigned

GENERAL QUALIFICATIONS

Education: Minimum of graduation from high school or equivalent (GED). Prefer one year of college with courses in government or criminal justice. Education and experience may be substituted one for another on a year-for-year basis.

Experience and Training: General office practices and clerical or administrative support work. Experience in the use of personal computer, database entry/retrieval, word processing, and e-mail.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office practices and confidential information. Skill in the use of personal computer, database entry/retrieval, word processing, and email. Ability to communicate effectively with the public.