

CLERK TYPIST, SECRETARY AND ADMINISTRATIVE ASSISTANT MATRIX

Group No.	FLSA	Position	Clerical Tasks/		Dissm. Info.	Manage Office	HR/ Personnel	Fiscal/ Budget	Other Duties	Min. Educ.**	Min. Exp.
			Computing/ Processing								
5	Non-Exempt Position	Receptionist	70		20	0	0	0	10	HS	6MO
6	Non-Exempt Position	Secretary I	50		20	10	5	5	10	HS	1YR
8	Non-Exempt Position	Secretary II	50		20	10	5	5	10	Post 1 YR	1YR
10	Non-Exempt Position	Secretary III	45		20	15	5	5	10	Post 1 YR	2YR
11	Non-Exempt Position	Admin Asst. I	35		15	20	10	10	10	Post 2 YR	2YR
12	Non-Exempt Position	Admin Asst. II	20		15	25	15	15	10	Post 2 YR	3YR
13	Exempt Position	Admin Asst. III	10		15	25	20	20	10	Post 3 YR	3YR
14	Exempt Position	Admin Asst. IV	10		20	30	15	15	10	Post 3 YR	4YR

*Percentages are approximate. Unique duties are inherent in each area where the position works.

*Administrators may not assign their responsibilities to their assistant.

**1 yr = 30 Credit hours

Reporting Relationship

<u>Position</u>	<u>Reports To</u>
Clerk Typist	A Supervisor
Secretary I	A Supervisor
Secretary II	A Supervisor
Secretary III	A Supervisor
*Admin Asst I	2nd Administrative report to VP/Provost
*Admin Asst II	1st Administrative report to VP/Provost
*Admin Asst III	A Vice President/Provost
*Admin Asst IV	The President of the College

*A secondary administrative support position will be evaluated at a lower level than the primary position assigned to the supervisor.