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Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

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Classified

Opening

Administrative Assistant I

Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be the week of May 25, 2018 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$17.16 - \$21.16 per/hr + Plus competitive Benefits

Location(s): Idaho Falls

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL STATEMENT OF FUNCTION:

To provide a variety of office support or secretarial functions which require an in-depth knowledge of assigned program areas; perform related work.

RESPONSIBILITIES:

- Incumbents in this class perform a wide range of office support functions using independent judgment in applying existing policies and procedures to complete assignments. This involves knowledge of multiple procedures and program guidelines to make decisions. Decisions cover a variety of tasks. Incumbents respond to non-routine inquiries and explain department services, policies, procedures, and rationale for decisions to customers. Incumbents typically utilize a variety of computer operations to complete daily assignments.
- Incumbents may perform office support or secretarial duties such as composing correspondence; creating, reviewing, and processing documents and records; identifying and correcting errors and omissions on documents received from staff, departments and/or public; and maintaining records. They may schedule appointments or services and make meeting and travel arrangements.
- Incumbents may supervise staff or have leadwork responsibilities.
- Ensure students are up to date on all required documentation in order to participate in clinicals, support instructors in their day to day responsibilities, update and track budget information for the Health Care Programs. Organize, attend, and create meeting minutes for program and advisory meetings. Other related duties as assigned.

MINIMUM QUALIFICATIONS OR REQUIREMENTS:

- Good knowledge of: rules of effective business English usage, spelling, punctuation, and grammar. Good knowledge of Microsoft Office software, such as Excel and Word.
- Experience: using alphabetical, numerical, or subject filing systems to include determining file names, setting up new files, classifying, labeling, filing, and retrieving; reviewing documents for compliance with established procedures; using a computer to enter and retrieve information; answering a business telephone using knowledge of business telephone procedures and etiquette.

Additional Qualifications: Are not required; however, having the minimum qualifications and the education and/or experience below will increase your score.

Examination:

The examination is a rating of your education and experience. Enter your responses to the questions in the spaces provided in the examination. **You must have the minimum level of experience or education described for each question addressing minimum requirements to qualify for this position.** Scoring will be based on the information you provide. A minimum rating of 70 is needed to pass this examination. Notification of your test results will be available online when the review process is complete.

HOW TO APPLY:

Click on State of Idaho Job Postings located on the CEI website under HR/Careers.

For additional questions contact: **Human Resources at (208) 535-5495** or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.