CLASSIFICATION GRID:	1	BENCHMARK TITLE:	ADMINISTRATIVE SUPPORT 1
BENCHMARK NUMBER:	80110	JOB FAMILY:	ADMINISTRATIVE SERVICES

SCOPE AND LEVEL DEFINITION

Performs general administrative support functions such as filing, photocopying, and distributing mail.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Performs general record management duties such as assembling files, assigning file numbers, preparing file folders, and filing and distributing documents and files.

2. Receives, records, sorts, and distributes incoming and outgoing mail, faxes, internal correspondence, and courier documents. Picks up and/or delivers supplies and materials.

3. Operates office equipment such as photocopiers, shredders, and fax machines, and carries out minor maintenance, such as loading paper, removing paper jams, cleaning glass, and changing toner cartridges. Refers further maintenance required to supervisor.

4. Maintains a stock of supplies in the work station area.

5. Performs basic word processing and/or typing functions such as preparing file labels and lists.

6. Takes messages, provides basic information, and answers routine inquiries in accordance with established guidelines.

7. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Recent, related experience of six months
  Or an equivalent combination of education, training, and experience
  Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize work
- Ability to type