

Alberta Precision Laboratories (APL) and the Health Sciences Association of Alberta (HSAA)

This classification specification identifies representative duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Administrative Support I**

Job Summary:

The Administrative Support (AS) I provides administrative support of limited scope and complexity to a department or area including photocopying, scanning, faxing, filing, as well as sorting and distributing incoming and outgoing mail.

Key Responsibilities and Typical Duties:

Core Duties

- Sorts and opens mail for department/area; prepares mail, packages, and parcels for pick up and/or internal distribution.
- Sorts and files a variety of documents; creates new files.
- Retrieves files and prepares for storage/archiving.
- Completes photocopying, faxing, and scanning of documents.
- Stocks work area and replaces supplies.

Leadership

- Assists with orientation and training of new staff as required.

Decision-Making

- Works within clearly defined guidelines.
- Retrieves files for department/area using specific criteria.
- Responds to questions regarding file management, mail distribution, and availability of supplies.
- Accepts or rejects packages and parcels using established procedures for the area.

Knowledge:

Education

- Completion of Grade 10 or recognized equivalent.

Working Conditions:

Physical Demands

- Required to sit or stand for extended periods of time during performance of duties.
- Regularly required to perform repetitive tasks and motions.
- May be required to perform various physical activities (lifting boxes, bending, etc.).

Work Environment

- General office environment.
- May be exposed to loud noises.
- Potential exposure to a variety of biological and chemical hazards.