Position Title: Administrative Assistant II
Duty Post: St. Johns
Job Posting #: REQ14963
Job Open Date: 05/09/2023
Department: Apache County Cooperative Extension
Full/Part Time: Full time
Posted Rate of Pay: $18.15
Benefits: Yes

Position Summary:

This position is located in St. Johns, AZ with Apache County Cooperative Extension. Performs varied clerical and administrative duties in a department of work unit. Typical duties include answering phones, creating correspondence, scheduling appointments, establishing and maintaining files and records. Handles differing office situations in accordance with supervisor's guidelines referring more difficult and sensitive problems to supervisor. Incumbents receive general instructions regarding tasks and require supervisor's assistance only on special projects/assignments. Incumbents use discretion, exercise initiative, independence and judgement in performance of duties.

Minimum Qualifications:

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High school diploma or equivalent, or equivalent learning attained through experience required.
Minimum of 3 years of relevant experience required.

Knowledge, Skills & Abilities:

Knowledge of basic record keeping procedures.
Knowledge of standard office practices and procedures.
Skill in typing/word processing and use of personal computers/software and general programs.
Skill in composing letters, flyers, brochures and preparing reports.
Ability to effectively communicate.

For full details, qualifications & to apply, please submit on-line application, cover letter and resume for job posting: at https://arizona.csod.com/samldefault.aspx
We will begin reviewing applications May 24, 2023
Questions, please call Lori Jaramillo at 928-337-2267
845 W. 4th North, St. Johns, Az. 85936
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