



Louisiana Uniform Local Sales Tax Board Position Description

ADMINISTRATIVE ASSISTANT

Salary Range: \$46,600-65,901

Creation Date: 6/30/2021

FUNCTION OF WORK:

To provide secretarial support for the Board Executive Director, and in some cases, subordinate staff of that individual.

Employees perform duties independently and exercise a high degree of independent judgment and initiative in determining the approach/action to take in non-routine situations.

LEVEL OF WORK:

Advanced.

SUPERVISION RECEIVED:

General from the Executive Director.

SUPERVISION EXERCISED:

None

LOCATION OF WORK:

Board's physical office location

JOB DISTINCTIONS:

Differs from secretarial position by the presence of responsibility for assisting and providing support to the Board Executive Director and performing advanced office administrative duties.

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

SECRETARIAL/ADMINISTRATIVE:

Responds to requests for information; may require interpretation of Board policy and procedures.

Independently composes and types correspondence for signature of Executive Director regarding

administrative matters, office policies, or programs.

Compiles and types special reports by selecting relevant information from a variety of sources such as reports, documents, correspondence, electronic files, etc.

Organizes and maintains files and reference manuals/materials; ensures confidentiality of information, as necessary.

Prepares materials needed for meetings, such as agendas, handouts, binders, etc.

May perform administrative functions such as processing bill payments, travel reports, supply requisitions, budget reports, etc.

Sets up and maintains a wide variety of correspondence, reports, tables, records, case histories, hearings, and materials that involve knowledge of special terminology.

Attends meetings and transcribes minutes; may serve as hearings reporter by recording verbatim testimony and transcribing into prescribed format.

Proofs documents for typographical errors, spelling, punctuation and format accuracy.

Establishes and maintains electronic files for identifying, recording and classifying stored data; extracts, assembles and merges stored information to create new documents.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

Two years of experience in which advanced clerical work was a major duty.

SUBSTITUTIONS:

Training in a business or clerical-related curriculum in a business school or technical institute will substitute for the required experience on the basis of six months of training for six months of experience for a maximum of one year of the required experience.

Completion of a business or clerical-related curriculum in a business school or technical institute will substitute for a maximum of one year of the required experience.

College training will substitute for the required experience on the basis of 15 semester hours for six months of experience.

NOTE:

Business or technical school training with less than completion will only be credited in six month increments. Similarly, college training will only be credited in 15 semester hour increments.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

