

Office Support Associate:

We invite applications for the position of Office Support Associate. This role plays a vital part in maintaining the efficiency of our administrative processes. Key responsibilities include providing essential support to Strategic Initiatives, Finance and Operations, and Research and Information Technology, ensuring seamless operations, and facilitating effective communication throughout the organization.

Duties/Responsibilities:

- Provide administrative assistance to members of the executive team, including scheduling meetings, managing calendars, and handling correspondence.
- Coordinate travel arrangements for designated staff and prepare travel itineraries and for executive staff.
- Prepare and edit documents, reports, and presentations as needed by executive staff, ensuring accuracy and professionalism.
- Organize and maintain electronic and paper files for designated divisions.
- Track and maintain grant agreements and reports, routing documents for signature approval as necessary.
- Respond to routine inquiries including requests for data and financial information.
- Supports meeting management through development and distribution of agendas, facilitation of meeting notes and minutes, and tracking action items on executive's behalf.
- Develop and maintain contact lists and listservs.
- Collect, compile, and organize information for recurring reports.
- Provide primary back up for front desk coverage.
- Other duties as assigned

Minimum Qualifications

- High school graduation or equivalent.
- Any one or any combination of the following, totaling one year and six months of experience in the categories below:
 - work experience performing office/clerical activities, including use of computer systems
 - college or university course work in any curriculum
 - twelve semester hours = six months
 - twenty-four semester hours = twelve months
 - thirty-six semester hours = eighteen months

Additional Desirable Qualifications

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Thorough knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Demonstrated ability to communicate effectively, both verbally and in writing.
- Ability to operate standard office equipment and utilize various software packages.

Office Support Associate (Continued)

The Civil Service examination for this classification is based on your application materials and responses to the supplemental questions. No participation other than submission of applicant materials is required from applicants that qualify to take the exam. If you meet the minimum required qualifications for this position, you will receive a score calculated based on your education and experience, and your name will be placed on the active employment register by exam score. After the application deadline, the names within the top three scores will be referred to the department for interview. The active register for this classification will be voided when the position is filled.

The ICCB is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.