

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Administrative Assistant I	Salary Grade	7
Parenthetical Title		Governance Level	Regional Office
Bureau/Service /Division	Office of the Regional Director	Unit/Division	Legal Unit
Reports to	Attorney IV	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
To provide clerical support to the Unit Head and staff for the effective and efficient operation of the Legal Unit.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two year studies in college or high school graduate with technical-vocational course		
Experience	None required		
Eligibility	Career Sub Professional (First Level Eligibility)		
Trainings	None required		
B. Preferred Qualifications/Recommended Additional Requirements			
Education			
Experience			
Eligibility			
Trainings			
Others	<ul style="list-style-type: none"> • Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet 		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Plots/Schedules Legal Unit's Activities	<ul style="list-style-type: none"> • Schedules/calendars Legal Unit's activities such as training and workshops, meetings/appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.
Records Management	<ul style="list-style-type: none"> • Receives, records and routes documents addressed to the Legal Unit by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents • Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files • Documents proceedings and agreements of meetings as assigned, and distributes copies of the minutes to concerned parties as well as files a copy for future reference. • Notes down the daily "whereabouts" of Legal Unit Staff to respond to be able to locate them in response to queries from clients
Administrative Support	<ul style="list-style-type: none"> • Prepares or encodes into electronic format word documents and other presentation materials • Provides assistance and administrative support to training and conferences as assigned. • Coordinates preparation of documents needed in the operations of the Legal Unit • Ensure security of office equipment and availability of office supplies
Secretariat/Frontline	<ul style="list-style-type: none"> • Prepares clearances and certifications upon request for the signature of proper authorities. • Coordinates travel bookings of staff based on instructions and gives feedback on status of bookings. • Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned • Receives and routes incoming calls to or logs information and notifies the concerned party • Greets and entertains office visitors and responds to their needs • Logs concerns brought to the office and follow through on inquiries • Perform other functions which the Attorney IV may assign