

<b><u>Appointment Title</u></b>	<b>Senior Administration Clerk (Sr Admin Clk)</b>
Alternate Title(s)	Chief of Administration (Chief Admin) *Sea Administration Master Warrant Officer (Admin MWO) *Army Admin Warrant Officer Second Class (Admin WO2) *Air
Tier	CPO2/MWO/WO2
Number of Positions	As required.
General Description	The Senior Administration Clerk assists the Administration O with the corps/squadron administration routines, including preparing paperwork, maintaining records, drafting documents, and coordinating administrative tasks.
Reports to	Corps/Squadron Administration Officer (Admin O)
Responsible for	Cadet Administration Clerk(s) (Cdt Admin Clk)

Rank requirements	<ul style="list-style-type: none"> <li>• Chief Petty Officer Second Class</li> <li>• Master Warrant Officer</li> <li>• Warrant Officer Second Class</li> </ul>
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the CPO2/MWO/WO2 Appointment Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Held a PO1/WO/FSgt appointment.
Asset Knowledge and experience	<input type="checkbox"/> Experience working as a Cdt Admin Clk or Cdt Admin A. <input type="checkbox"/> Knowledge of administration routines. <input type="checkbox"/> Familiar with cadet training and administrative needs. <input type="checkbox"/> Completed the Cadet Administration and Supply Assistant Course (CASA).

Primary Duties	<input type="checkbox"/> Keep a list of administration staff.
	<input type="checkbox"/> Maintain familiarity with administrative routines, filing systems, and paperwork.
	<input type="checkbox"/> Maintain confidentiality of information.
	<input type="checkbox"/> Coordinate with staff for upcoming administrative needs.
	<input type="checkbox"/> Review training documents and outline important administrative tasks and dates.
	<input type="checkbox"/> Assist Admin O with corps/squadron administration.
	<input type="checkbox"/> Delegate tasks to Cdt Admin A(s) and Cdt Admin Clk(s).
	<input type="checkbox"/> Coach Cadet Administration Clerk(s) through the document filing, drafting, delivery, and gathering processes for corps/squadron training and activities.
	<input type="checkbox"/> Provide feedback to Cdt Admin A(s) and Cdt Admin Clk(s).
	<input type="checkbox"/> Ensure drafts of Administration Orders, emails, and paperwork are created on time and given to the Admin O for review and approval.

	<input type="checkbox"/> Assist with review of documents produced by Cdt Admin A(s) and Cdt Admin Clk(s).
	<input type="checkbox"/> Assist with creating expectations for the administration team.
	<input type="checkbox"/> Communicate administrative procedures and routines to cadets and staff.
	<input type="checkbox"/> Seek feedback from staff and cadets about the administration department.
	<input type="checkbox"/> Make suggestions to Administration Officer to implement feedback.
	<input type="checkbox"/> Ensure Cdt Admin A(s) and Cdt Admin Clk(s) are trained to fill an appointment of higher authority.
	<input type="checkbox"/> Serve as a role model for ethics, communication, and deportment.
	<input type="checkbox"/> Coach and mentor new Cdt Admin A(s) and Cdt Admin Clk(s).
	<input type="checkbox"/> Contribute the administration department perspective to training meetings.
	<input type="checkbox"/> Contribute to succession planning discussions.
	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
Secondary Duties	<input type="checkbox"/> Host professional development session or briefings for upcoming administrative routines and procedures.
Conditions of Appointment	<ul style="list-style-type: none"> <li>• Conducts duties regularly without reminders or significant intervention.</li> <li>• A cadet who is one rank lower or one level lower could be considered should no other cadets be available.</li> </ul>