

ADMINISTRATIVE ASSISTANT

POSITION SUMMARY: Performs administrative work of moderate difficulty in routine or special project work; performs other work as required or assigned. This is an Advanced Working/Journey position, which works under general supervision. Positions at this level are assigned to perform the more complex and sensitive duties in the occupational field. The employee in this position may be assigned to train other employees and/or monitor the work produced by other employees. The employee performs diverse duties of an advanced and specialized nature. Judgment must be exercised in analyzing facts or circumstances surrounding issues. Work often requires development of recommendations and independent actions consistent with policies, general directives, and broad regulations. The decisions made affect the operations of the work unit and the organization. Discretion is required in the application of policies, procedures, and guidelines, and in selection of appropriate resources for use in accomplishing assigned work.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those that are **least** likely to be essential functions for any single position in this class.

- Analyzes departmental financial or project data and makes recommendations.
- Coordinates and supervises selected functions and activities within a department.
- Develops and implements procedures, operations, and special projects.
- Supervises staff as assigned.
- Prepares reports and maintains records.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, and Abilities: The knowledge and abilities listed below are required to allow the employee to perform the duties listed above at the Advanced Working/Journey level.

Knowledge of

- Principles and practices of office administration, management, and supervision.
- Staff research work, business English and report writing.
- Records management operations.
- Statistical surveying techniques and their application.
- Guidelines, regulations, and statutes affecting the department.
- Word processors, microcomputer systems and other office machines.

ADMINISTRATIVE ASSISTANT

Page 2

Ability To

- Represent the department or division.
- Establish and maintain effective working relationships with employees, other agencies, and the public.
- Follow written and verbal instructions.
- Communicate effectively verbally and in writing.

Education, Experience and Training: The knowledge, and abilities listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below.

Education: High School Degree or GED and post high school course work in business administration, public relations, or statistics.

Experience: 5 years of progressively responsible administrative experience; or, an equivalent combination of education, training or work experience, which demonstrates the ability to perform the duties of the position.

EEO Category: Paraprofessionals

FLSA STATUS: Exempt

03/19/2001

The job description does not constitute an employment agreement and is subject to change at any time by the employer.