

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a staff position involving coordination of activities in a department, unit, or agency, and performance of tasks involving administrative details. Incumbents perform a variety of office management tasks designed to allow an administrator opportunity to execute more substantive duties. Employees of this class have considerable leeway in the performance of their tasks. Work is performed under general supervision of an administrator. Supervision may be exercised over a clerical staff. Related work is performed as required.

TYPICAL WORK ACTIVITIES:

Makes budget estimates, assists in preparing budget justifications;
Reviews, evaluates and recommends revisions in job methods to improve work flow, simplify procedures, or effect operating cost reductions;
Orders and/or supervises purchase, receipt and inventory of supplies;
Supervises the maintenance of filing and records retention systems;
Assists in development of procedures and systems;
Assists in the execution of administrative policy;
Periodically rates subordinate performance;
Drafts routine business correspondence;
Represents administrator at meetings;
Plans, assigns, and reviews the work of subordinates;
Implements and enforces safety policies.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office terminology, practices and methods;
Knowledge of the principles and practices of account keeping and budget control;
Knowledge of the principles and practices of purchasing and inventory control;
Oral and written communication skills;
Ability to collect and compile budget data and make budget estimates;
Ability to prepare simple narrative or tabular reports;
Ability to review, evaluate and recommend revisions in work methods and procedures;
Ability to order and/or supervise the maintenance of filing and retention systems;
Ability to read, comprehend, and apply rules and regulations;
Ability to draft routine correspondence;
Ability to represent administrator at meetings;
Ability to plan, assign and review the work of subordinates;
Initiative;
Tact;
Integrity.

ADMINISTRATIVE ASSISTANT

Page -2-

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

All entry level KSAs, **PLUS**

Knowledge of department or agency policies and procedures;

Knowledge of safety practices and relevant accident prevention methods.

MINIMUM QUALIFICATIONS:

High school diploma or G.E.D. **AND** three (3) years experience coordinating the activities of an office or of a function in an office environment.

ADOPTED: JUNE 15, 1972

REVISED: SEPTEMBER 18, 1997

REVISED: MARCH 24, 2005