

## **ADMINISTRATIVE ASSISTANT I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry level administrative position which involves routine administrative work in most any functional area of limited scope and complexity but includes responsibility for coordinating and monitoring programs, performing non-technical research and compiling information to resolve operating problems. Work is performed under general supervision and requires independent action and judgment. Work direction is exercised over lower level clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts and coordinates all phases of an assigned project or program;  
Researches and prepares financial, statistical and narrative reports;  
Analyzes and replies to correspondence;  
Assists in the development of and counsels participants on program procedures and routines;  
Maintains budget records and materials and assists with budget preparation justifications;  
Oversees the processing of payroll data and the maintenance of related records;  
Prepares drafts of press releases;  
Assists with a variety of administrative functions.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern business administrative practices, procedures and equipment;  
working knowledge of personnel, fiscal and budgetary practices in a public agency; aptitude for planning, supervising and coordinating work projects; ability to work independently within the scope of general direction; ability to present data and reports clearly and concisely in either oral or written form; ability to establish successful relations and communications with others.

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's degree and one (1) year of experience involving substantial administrative duties.

**NOTE:** A major field of college study in business, public or education administration or related field may be substituted for the required experience. Additional years of the required experience may be substituted for the Bachelor's degree on a year-for-year basis.