

## **ADMINISTRATIVE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a general administrative work of a moderately complex nature involving responsibility for coordinating and monitoring programs, defining and resolving operating problems and compiling statistical data. The work is performed under the general direction of an administrator or board. Supervision may be exercised over a small number of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts and coordinates all phases of an assigned project or program and acts as a liaison with local and state agencies;  
Participates in the development of new programs and counsels participants on procedures and routines;  
Provides advisory service to Department Heads and administrators on administrative matters, including but not limited to personnel practices, program development, agency costs and expenditures, etc.;  
Researches and prepares financial, statistical and narrative reports;  
Maintains budget records and materials and provides input to assist with budget preparation;  
Receives, analyzes, and replies to a variety of correspondence, usually of a confidential and/or non-routine nature;  
Conducts orientation sessions for new employees and on-going training to staff, as needed;  
May prepare drafts of press releases;  
May represent the Department Head at a variety of meetings, forums and legislative proceedings.

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

Good knowledge of modern business administrative practices, procedures and equipment; good knowledge of supervisory techniques; good knowledge of personnel, budgetary and purchasing practices in a public agency; 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:** A Bachelor's degree and three (3) years of experience which substantially involved administrative duties.

### **NOTES:**

1. A Bachelor's degree which included or was supplemented by thirty (30) credit hours in Business, Public or Education Administration or related field may be substituted for one (1) year of the required experience.
2. A Master's degree in one of the above fields may be substituted for one (1) year of the required experience.
3. Additional years of required experience or appropriate special education beyond high school may be substituted for college on a year-for-year basis.

**PROMOTION:** Two (2) years of permanent status as a Junior Administrative Assistant.

R.C.D.P. (01.30.1991) 03.01.2016 - Job specification may be subject to further revision  
Competitive