

CLASSIFICATION SPECIFICATION

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|---------------------------|-------------|-------------------------|-----------------|
| FLSA: | NEXP | Job Code: | ACV73121 |
| Job Class Code: | 020 | Salary Schedule: | ASRRAA |
| EEO Category: | 05 | Grade: | 13 |
| Workers Comp Code: | 8810 | | |

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| Job Code Established: | 03/21/77 | Effective Date: | |
| Job Code Revised: | 10/01/98 | Effective Date: | |

JOB CODE SERIES: Administrative Assistant Series

JOB CODE TITLE: ADMINISTRATIVE ASSISTANT I

HRIS TITLE: ADMV ASST I

CHARACTERISTICS OF THE CLASS: Under immediate supervision during orientation, and general supervision as experience and knowledge are gained, performs work of routine to average difficulty in one of the following areas:

Performs beginning, entry or intern level professional work in one of the administrative or management occupations such as budget, research, management, or forms and procedures analysis, personnel, purchasing, accounting and auditing, public information, or related areas; and performs related work as required.

Coordinates the activities of an administrative operation or function or a program of limited scope and complexity. In this assignment, well defined procedures are present and decision-making is typically restricted to routine operational matters. This assignment is to be distinguished from those in the Office Supervisor series by the absence of clerical duties, by the clear delegation of administrative authority and relative absence of office and clerical supervision; and performs related work as required.

EXAMPLES OF DUTIES: Participates in beginning level administrative work under the guidance and direction of a senior staff member; assists in the preparation of budget estimates; assists in management studies of the organization, procedures and general operations; assists in the design, revision and consolidation of agency forms; participates in recruitment, classification, personnel training and wage and salary studies; conducts research and prepares routine reports; assists in professional level accounting and auditing work; prepares charts and graphs assists in designing brochures; booklets and editing material for an agency's public information program; reviews and assists in the preparation of contracts and grants; reviews and approves a variety of routine applications assuring conformance with funding requirements or qualification and eligibility criteria; coordinates and oversees a program having limited impact on agency operations or the public; provides authoritative information within a relatively limited subject area; assists in the preparation of a variety of operational reports; prepares a variety of correspondence; attends meetings and seminars.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge: of the principles and practices of administration and management.

Ability to: learn administrative and managerial skills; ability to analyze and resolve routine problems.

Skill in: oral and written communication.

SPECIAL SELECTION FACTORS: Responsible experience in a position requiring skill in oral and written communication, initiative, judgment and independence in the performance of duties; or an Associate of Arts degree from an accredited college or university and one year of the required experience; or a Bachelor's degree from an accredited college or university.