

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV73122</b>
<b>Job Class Code:</b>	<b>020</b>	<b>Salary Schedule:</b>	<b>ASRRAA</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>15</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>03/25/77</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>10/01/98</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Administrative Management Series

**JOB CODE TITLE:** ADMINISTRATIVE ASSISTANT II

**HRIS TITLE:** ADMV ASST II

**CHARACTERISTICS OF THE CLASS:** Under general supervision, performs administrative work of average difficulty in one of the following areas:

- a) Serves in a staff capacity to an executive, administrator or program manager; and performs related work as required.
- b) Performs specialized administrative work in such areas as contracts and grants coordination, real property management, consumer information or related; and performs related work as required.
- c) Coordinates the activities of one or more programs. (These programs are generally ongoing, have established and relative uncomplicated program guidelines and have a moderate impact on agency operations or the general public); and performs related work as required.

**EXAMPLES OF DUTIES:** Performs a variety of administrative tasks for an executive, administrator or program manager including research, special projects, budget estimating, manpower and operational planning and report preparation; prepares grant proposals and routine contracts; coordinates real property and building maintenance matters with landlords and lessors; interprets agency or program rules and regulations and responds to related questions from the public; investigates consumer complaints and resolves problems or refers to appropriate specialties; coordinates and oversees the activities of one or more programs; develops program cost estimates; modifies routine procedures to improve program effectiveness; coordinates administrative matters between organizational units; prepares a variety of activity and operational reports; prepares a variety of correspondence; attends meetings and seminars; may supervise clerical or technical personnel.

### **KNOWLEDGE, ABILITIES, SKILLS:**

**Knowledge of:** the principles and practices of administration and management; agency or program rules, regulations and operating procedures; of business law as it relates to preparation of contracts, grants and other agreements.

**Ability to:** plan, coordinate, analyze and establish priorities; develop effective operating procedures.

**Skill in:** oral and written communication.

**SPECIAL SELECTION FACTORS:**

Two years responsible administrative experience; or a Bachelor's degree in a field appropriate to the assignment from an accredited college or university and one year of the required experience; or a Master's degree in a field appropriate to the assignment from an accredited college or university.