

ADMINISTRATIVE ASSISTANT

NATURE OF WORK IN THIS CLASS:

This is staff administrative work involved in providing assistance to a department.

Employees in this class provide administrative and office support services. Supervision may be exercised over subordinate clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Composes correspondence for the signature of the supervisor; organizes and coordinates matters requiring executive action; insures compliance to established laws, policies and related administrative guidelines.

Consults with and advise employees, supervisors on personnel matters.

Expedites requests for personnel action, purchase requisitions and other administrative transactions.

Conducts research on an assigned subject; compiles data and statistics.

Assists in the preparation of the budget and other related matters of the department or agency; maintains budget ledgers and monitors the funds allocated to the various budgetary accounts; alerts management to problem areas.

Arranges conferences; may represent supervisor at meetings or conferences.

May supervise the work of subordinate clerical personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office management practices and general administrative functions.

Ability to make work decisions in accordance with established laws, rules and other program guidelines and to apply departmental or agency policies to work problems.

Ability to supervise the work of others may be required.

Ability to compile statistics.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of staff work involving personnel, budget and other management operations and graduation from high school; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission