

ADMINISTRATIVE ASSISTANT

Position Code: 1870

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 348

Approval Date: 2018

General Statement of Duties

Performs advanced administrative, secretarial, and clerical support work for a large and diverse department.

Distinguishing Features of the Class

Work of this class involves a variety of administrative functions in assisting a Department Director in administering the day-to-day affairs of a large, broad and diverse department. Employees are responsible for interpreting, developing, and carrying out policies and procedures for various programs/activities rather than one specific program/activity. The class is characterized by major public contact functions including responsibility for acting as liaison between the department and other departments and the public in interpreting policies and procedures with independent authority. This class is distinguished from the Administrative Specialist by working in a large and diverse department, the broader involvement in program activities, more discretionary judgment required in interpreting policy and program objectives, and the potential for supervision. Work is reviewed for conformance with program objectives.

Duties and Responsibilities

Drafts reports and materials requiring extensive research and interpretation.

Receives, screens, reviews correspondence; assigns it to appropriate persons for preparation of replies with specific instructions for response; writes letters and reports for supervisor's review.

Serves as liaison to expedite flow of information and to interpret policies, procedures, rules, and regulations to many and varied facets of the organization as well as to the general public and the press.

Based on discussions with supervisor and other staff members, controls agenda, coordinates arrangements for meetings, conferences, workshop, and the like.

Processes invoices, and reconciles financial records for the unit.

Attends meetings as a participant or representative of management.

Establishes administrative procedures for the unit.

May supervise other administrative staff.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of office management techniques; and ability to practice effective communication techniques both orally and in writing including ability to coordinate a variety of resources in gathering information and independently answering inquiries.

Considerable knowledge of effective practices and ability to plan and supervise the work of others, if applicable.

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions, independently.

Ability to establish and maintain effective working relationships with peers, officials, the press and the general public.

Skill in organizing work flow and coordinating activities.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, reaching, standing, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift objects.

Must possess the visual acuity to work with data and figures, do some accounting tasks, operate a computer terminal and do extensive reading.

Minimum Education and Experience

An Associate's Degree in office technology or business from an accredited community college and five to seven years of directly related experience; a High School Diploma or GED, and seven to nine year of experience; or an equivalent combination of education and experience.