

CLASS SPECIFICATION FOR
Administrative Assistant

GENERAL STATEMENT OF DUTIES: Performs secretarial work for an agency head, school head or key official; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class performs difficult and frequently confidential typing, dictaphone, word processing, secretarial and stenographic duties for an agency or department head or key official. This class is distinguished from the class of Secretary in that each agency head, school head or key official may have just one position of this level. Supervision may be exercised over other clerical employees (usually five or fewer).

EXAMPLES OF WORK (illustrative only):

- Screens, visitors, calls and mail to direct to proper source;
- Schedules appointments for meetings, arranges conferences by coordinating schedules, reserving a meeting place, notifying participants and mailing agendas;
- Handles confidential assignments;
- Attends meetings, takes minutes, writes minutes and distributes for approval;
- Types correspondence, reports, papers and minutes from shorthand for rough draft, using a typewriter or personal computer;
- Prepares budgetary information for inclusion in fiscal year budget, reports or updates;
- Signs reports, letters, files and records for agency head or key official;
- Makes travel arrangements and completes appropriate forms and vouchers for scheduled travel;
- Researches files and makes reports;
- Proofreads documents to insure accuracy;
- Trains employees, distributes work and reviews completed work for accuracy and completeness;
- Calculates a variety of figures for reports, letters or staff;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of English grammar, punctuation and arithmetic; skill in typing, ability to read, spell, proofread; ability to file alphabetically, numerically and chronologically, ability to maintain records, organize, use the telephone, listen, understand and follow directions; ability to write legibly; ability to schedule and coordinate meetings and conferences; ability to interpret written material and to communicate verbally; ability to verify data; ability to learn the policies and procedures of and the services provided by the agency to which assigned; ability to compose and prepare effective correspondence; ability to exercise mature judgment and to make independent decisions in accordance with established policies and procedures; ability to establish and maintain effective working relationships with other employees and the general public; accuracy; tact; good judgment.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and five (5) years of related clerical/secretarial experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: May require shorthand.