

ADMINISTRATIVE ASSISTANT

DEFINITION

To perform a variety of responsible and routine administrative duties in support of department operations; may supervise the work flow of clerical tasks in the assigned department or division.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant is distinguished from Administrative Services Officer in that the latter is responsible for the performance of the more complex administrative tasks that impact department-wide budgets, personnel, systems, facilities and office management.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level management staff; may exercise direct supervision over clerical staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Reviews, researches and summarizes a variety of fiscal, statistical and/or administrative information; prepares related reports and correspondence.

Participates in budget preparation and administration; submits justifications for supplies and equipment; monitors and approves expenditures; prepares fiscal reports and updates.

Participates in the selection of staff; provides or coordinates staff training.

Coordinates activities with and provides information to outside agencies, contractors, service providers, etc.; prepares any required contracts with service providers.

May plan, prioritize, assign, supervise and review the work of staff involved in clerical support of assigned department or division.

May participate in the preparation and administration of grant programs and ensure compliance with grant requirements.

May serve as staff liaison to Board of Supervisors, advisory boards, outside agencies, committees, commissions, etc.; prepares agenda items for the Board related to assigned department.

Administrative Assistant
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08

M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
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Attends a variety of meetings with staff, other departments/divisions, boards, committees, and/or outside agencies as appropriate; prepares presentation materials and meeting agendas/minutes; disseminates meeting information to departmental staff.

Receives and responds to inquiries, requests for assistance and complaints from County staff, outside agencies and/or the general public.

Performs general administrative duties as required, including but not limited to making travel arrangements for staff, compiling data for reports, completing and processing various forms, maintaining inventory, developing schedules and calendars, maintaining computer record-keeping operations, creating databases and charts, processing personnel/payroll documents, ordering supplies and materials, etc.

Performs routine clerical duties as required, including but not limited to typing reports and correspondence, copying and filing documents, entering computer data, assembling materials, faxing information, answering the telephone, processing mail, etc.

May perform general bookkeeping duties as assigned.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Modern office practices and technology, including the use of computers for data and word processing.

Principles of supervision, training and performance evaluation.

Basic budgeting procedures and techniques.

Principles and procedures of filing and record keeping.

Business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Ability to:

Learn, understand and interpret pertinent federal, state and local laws, codes and regulations.

Learn the operation, policies and procedures of the department.

Supervise, train and evaluate the work of staff.

Plan, organize and schedule office work flow.

Assist with budget preparation and administration.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Proficiently perform required tasks using word processing and related software in use in the department to which assigned.

Maintain records and prepare required reports.

Maintain confidentiality as required.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible clerical and/or secretarial experience including duties related to departmental administrative operations.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training or business course work from an accredited college, university or recognized technical training institution.

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Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	339