

## ADMINISTRATIVE AIDE I

NATURE AND VARIETY OF WORK

This is dually allocated entry level secretarial/administrative type work designed to relieve and important official of administrative detail. Good judgment and discretion are essential to the security of confidential information and data. Under close supervision, incumbents perform routine to moderately difficult office responsibilities. Responsibility extends to conveying important administrative information concerning the function and mission of the agencies' programs and projects. Typically Administrative Aide I's report either to a section head or to an administrative supervisor (generally grade G-21). Work performance is evaluated in terms of accuracy and timely completion of projects and assignments.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Types a variety of memoranda, letters, and reports from rough draft or general verbal instructions; types complex legislation, legal documents, and/or statistical charts and forms requiring original formatting and presentation, utilizing typewriter/data point and/or automated office equipment.

Takes and transcribes difficult dictation (shorthand or machine) involving technical terminology, including correspondence, bulletins, reports, memoranda, speech drafts, formal acceptances or regrets, and other material on general special or technical subjects.

Proofreads and edits materials to eliminate errors and ensure correct grammar, spelling, and punctuation.

Composes replies to a variety of routine correspondence and inquiries.

Screens telephone calls and incoming mail; answers questions relating to office or department operations; determines which requires the direct attention of the supervisor and which should be referred to other staff members.

Maintains appointment calendar for the supervisor, and professional staff where necessary; reminds the supervisor of appointments or other matters that should be called to his/her attention.

Establishes and maintains filing systems to ensure that documents are readily retrievable; maintains an adequate supply of office materials and supplies.

Searches files and a variety of other sources as necessary compile information for meetings, specific projects or research activities, including certain statistical reports.

Gathers fiscal, budgetary and personnel data and prepares operational/activity reports from same.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specifications or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of secretarial/office practices, procedures systems and equipment.

Knowledge of business English, spelling, mathematics and vocabulary.

Knowledge of general County government procedures and inter-relationship between the various County agencies, or the ability to rapidly acquire such knowledge.

Skill in the operation of a variety of standard office equipment.

Ability to perform responsible secretarial duties which may include taking and transcribing of oral dictation.

Ability to compose correspondence with only general instructions.

Ability to communicate effectively with County, citizens, co-workers, vendors, and others.

### MINIMUM QUALIFICATIONS

High school diploma or G.E.D. certificate with coursework in typing, office practices or other related clerical subjects; plus one (1) year of advanced diverse and/or technical clerical experience which must have involved working with the public for at least six (6) months. Any equivalent combination of relevant training, education and experience will also be accepted. Applicants must be proficient in typing and in shorthand where required.

### EXAMINATION

Applicants may be required to pass written, performance or other tests.