

ADMINISTRATIVE AIDE II

NATURE AND VARIETY OF WORK

This is full performance level secretarial/administrative type work designed to relieve an important official of administrative detail. Under general supervision, incumbents perform varied and responsible secretarial and administrative work often of a technical nature and difficulty. Incumbents typically determine appropriate steps to independently complete assignments according to established procedures, referring to the supervisor when necessary. Incumbents may perform routine office management duties and provide technical guidance to subordinate employees. Work requires a broad knowledge of County government functions, programs, and sources to receive and provide information or make referrals relating to the programs of the assigned department/agency. Incumbents at this level report to the head of one of the smaller independent boards or commissions or to an administrative supervisor (generally grades G-24 to G-27). Work performance is evaluated in terms of accuracy and timely completion of projects and assignments.

EXAMPLES OF WORK (ILUSTRATIVE ONLY)

Proofreads and edits material for content, procedural and grammatical accuracy.

Independently composes routine to moderately complex letters, memos, reports, etc., requiring understanding of issues and concerns.

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.

Types a variety of memos, 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 other automated office equipment.

Searches files and a variety of other source material as necessary to 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.

Maintains office accounts, including periodic reports of expenditures; arranges for travel and accommodations, submits forms relating to travel, and performs purchasing function.

Acts as intermediary for supervisor, maintains frequent contact with public and private executives, and other governmental officials.

Arranges for meetings or conferences, including space, coordinating time and persons attending and assembles conference background material.

Attends meetings to take notes or represent supervisor to receive/provide routine information.

Maintains appointment calendar for supervisor and reminds the supervisor of appointments or other matters that should be called to his/her attention.

Establishes and maintains complex filing systems; and maintains an adequate supply of office materials and supplies.

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

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification 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 practices and procedures, systems and equipment.

Knowledge of business English, spelling, math and vocabulary.

Knowledge of general County government procedures and inter-relationship between the various County agencies.

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 provide technical guidance to subordinates.

Ability to compose correspondence with only general instructions.

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

MINIMUM QUALIFICATIONS

Must have satisfactorily completed probationary period as Administrative Aide I; or high school diploma or G.E.D. certificate which included business courses plus one (1) year of secretarial training above the high school level and one (1) year of secretarial or technical clerical experience which involved working with the public. Any equivalent combination of relevant training, education and experience will also be accepted. Applicants must be proficient in typing and shorthand where required.

EXAMINATION

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

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