

## ADMINISTRATIVE AIDE IV

### NATURE AND VARIETY OF WORK

This is highly responsible senior level administrative/secretarial work in which the incumbents apply a broad knowledge of the functions of County government. Work at this level is distinguished from that of the Administrative Aide III by the greater complexity and variety of secretarial, administrative and office management functions. The scope of duties requires a greater degree of independent judgment. Administrative Aide IV's may report to the head of a medium sized department (generally grades ranging from 31 and above), to an important official in the Office of the County Executive or County Council or to a Deputy Director. Incumbents at this level usually receive very general instructions and supervision on most assignments. May coordinate a variety of diverse functions/activities and supervise a small group of clerical employees. Work performance is evaluated in terms of accuracy and timely completion of projects and assignments.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs highly responsible secretarial/administrative services in support of an important official.

Acts in the absence of an Executive Administrative Aide.

Responsible for typing highly sensitive and confidential material and disseminating information to appropriate personnel.

Drafts and composes a variety of letters, memoranda, reports, for supervisor's signature.

Proofreads and edits various letters, reports.

Manages supervisor's calendar.

Coordinates a variety of office activities, special projects and functions.

May supervise and train a small group of clerical office staff.

Develops and modifies office procedures and forms to ensure efficiency and accuracy.

Responsible for maintaining adequate supply of office materials and supplies.

Responsible for researching and organizing background material in preparation for meetings, conferences, and hearings.

Responds to inquiries and referrals from other offices and visitors to ensure that information flow is accurate and prompt and to maintain good public relations.

May assist in preparing the budget for small agency or component of large agency.

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

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

Thorough knowledge of modern office management principles and practices.

Thorough knowledge of department operating policies/procedures/standards; and the ability to apply them as necessary.

Skill in operating a variety of standard office equipment.

Skill in proofreading/checking/comparing/verifying data for accuracy and completeness.

Skill in compiling specified data/information from files, office personnel and/or other records.

Ability to perform highly responsible administrative/secretarial work under general supervision.

Ability to coordinate activities, special projects and functions for the office.

Ability to plan, assign and review work of subordinate clerical staff.

Ability to take difficult dictation.

Ability to comprehend technical and complex discussion, interpret decisions and actions resulting from these discussions.

Ability to take initiative and exercise independent judgment.

#### MINIMUM QUALIFICATIONS

Must have experience at the Administrative Aide III level equal to the length of the probationary period; or Associates degree in Business Administration or Secretarial Science and two (2) years of advanced secretarial/administrative experience which involved working with the public, office management and operational details, and some supervisory responsibilities. Any equivalent combination of relevant training, education and experience will also be accepted. Applicants must be proficient in typing and shorthand where required.

#### EXAMINATIONS

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