

ADMINISTRATIVE ASSISTANT I

NATURE AND VARIETY OF WORK

This is entry level professional and administrative staff work which provides important assistance within a department or agency. Incumbents perform routine and less complex duties and responsibilities in order to relieve a management official of a considerable amount of administrative detail in such functional areas as budget, finance, personnel, data processing and administration. Under close supervision, employees perform work assignments in accordance with departmental policies, rules and regulations. Work is evaluated by an administrative supervisor through conferences, reports and evidence of the accomplishment of assigned tasks.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine and less complex work assignments in key functional areas.

Assists a department head in the administration of the agency to which assigned; participates in the performance of routine operational tasks; suggests, for the benefit of general policy changes, those operational defects which should be remedied.

Sees to the fulfillment of administrative detail; performs special assignments and submits reports based on such assignments; consults administrative superior on matters of general policy.

Studies and develops revised procedures for the fulfillment of routine activities; receives difficult complaints; offers information to interested persons and groups; prepares correspondence.

Analyzes revenues and expenditures; reviews budget estimates and assists in the determination of appropriations to be recommended by superior; analyzes divisional procedures in an attempt to conserve funds.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

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

Working knowledge of the principles and practices of public administration.

Working knowledge of modern office practices, procedures and methods and their efficient application to administrative details.

Working knowledge of modern research techniques, methods and procedures.

Working knowledge of the principles, methods and practices of governmental finance, budgeting and accounting.

Ability to analyze, interpret and submit oral and written reports on research findings.

Ability to analyze the functions and procedures of the division to which assigned and suggest modifications and improvements.

Ability to establish and maintain effective working relationships with employees, County officials and the public.

MINIMUM QUALIFICATIONS

Graduation from college with major course work in Liberal Arts, one of the Social Sciences, or Public or Business Administration; or an equivalent combination of education and experience.

CREATED: 10/67

REVISED: 10/88