

ADMINISTRATIVE ASSISTANT II

NATURE AND VARIETY OF WORK

This is full performance level professional and administrative staff work whereby incumbents provide important assistance in support of a department or agency. Incumbents perform the full range of administrative duties and responsibilities in order to relieve a mid-level manager or department head of a considerable amount of administrative detail in such areas as budget, finance, personnel, data processing, personnel and administration. Under general supervision, employees work with a considerable degree of independent judgment and action in accordance with department policies, rules and regulations. Work is evaluated by a higher level supervisor based upon the attainment of established departmental goals and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs the full range of professional administrative assignments within a key functional area.

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.

Searches Federal, State and Local codes and ordinances for regulatory provisions applicable to control of residential, commercial, and industrial building construction; categorizes in reference format codes and regulations for use by office and field inspections personnel involved in the control of building construction.

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

Considerable knowledge of the principles and practices of public administration.

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

Considerable knowledge of modern research techniques, methods and procedures.

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

Ability to provide technical guidance to subordinate level personnel in the accomplishment of the normal and routine activities of the department to which assigned.

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, supplemented by one (1) year of staff assistance experience, preferably in County government; or an equivalent combination of education and experience.

CREATED: 8/69
REVISED: 10/88