

**CLASSIFICATION:** ADMINISTRATIVE ASSISTANT I

**Class Code:** 0081-16

**Date Established:** 07-01-50

**Occupational Code:** 7-1-2

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To supervise the administrative and office management functions of an organizational unit or section, with responsibility for scheduling staff assignments.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Manages a clerical support unit or section including solving work-related problems as necessary.
- Recommends the development of work methods to facilitate the flow of work in the assigned work area.
- Presents information to clarify department policies, procedures, laws and regulations to inquiring employees or the general public.
- Gathers and summarizes fiscal data to prepare reports and documents used in administrative decision-making.
- Reviews and replies to correspondence and performs public relations duties, such as assisting in the preparation of news articles.
- Conducts research work, prepares reports and informational material for administrative use by agency managers.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

**Knowledge:** Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires sedentary work, including continuous sitting or occasional standing and walking.

**Communication:** Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

## ADMINISTRATIVE ASSISTANT I

Page 2

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

### **MINIMUM QUALIFICATIONS:**

**Education:** Associate's degree from a recognized college or technical institute with a major study in business administration, accounting, or public administration. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience in responsible office or business management activities. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of modern principles and practices of public or business administration. Knowledge of modern office methods and procedures. Knowledge of basic principles and practices of accounting. Ability to plan, assign and supervise the work of others. Ability to conduct studies and analyses contributing to the development of sound operational procedures. Ability to speak and write effectively. Ability to understand and carry out complex written or oral instructions. Ability to establish and maintain harmonious working relationships with administrative officials, other employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.