

**CLASSIFICATION:** ADMINISTRATIVE ASSISTANT II

**Class Code:** 0082-19

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

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

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

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To develop and monitor administrative and office management procedures with responsibility for reviewing staff assignments for a specified organizational unit or section.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Coordinates office management and fiscal operations, including supervising staff engaged in purchasing, accounting and personnel functions.
- Analyzes the training needs of clerical staff and makes decisions regarding staff participation in training programs.
- Conducts meetings to gather and present information to agency employees.
- Coordinates the implementation of agency policies and procedures, including conducting research, collecting data, and reporting results to agency staff.
- Prepares budget requests, supervises fiscal record keeping and orders supplies, materials and equipment.
- Reviews, plans and develops program policies and operating procedures for special projects.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**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.

**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.

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**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

### **MINIMUM QUALIFICATIONS:**

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

**Experience:** Five years' experience in varied office management or staff work including experience in personnel or fiscal management. 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 the principles and practices of public administration. Knowledge of modern office management methods. Knowledge of the principles and practices of governmental accounting statistics and preferably personnel administration. Ability to plan, organize and direct the work of others. Ability to gather, assemble, correlate and analyze facts and devise solutions to administrative problems. Ability to develop, install and evaluate administrative policies and procedures. Ability to exercise judgment and discretion in applying and interpreting departmental policies and procedures. Ability to express ideas clearly and concisely orally and in writing. Ability to establish and maintain effective working relationships with other administrative officials 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.