



# Administrative Assistant I

Salary Group: A09  
Class Code: 0150

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
ADMINISTRATIVE ASSISTANT I	0150	A09	\$23,781 - \$34,859
ADMINISTRATIVE ASSISTANT II	0152	A11	\$26,332 - \$41,355
ADMINISTRATIVE ASSISTANT III	0154	A13	\$29,439 - \$46,388
ADMINISTRATIVE ASSISTANT IV	0156	A15	\$32,976 - \$52,045
ADMINISTRATIVE ASSISTANT V	0158	A17	\$36,976 - \$58,399

## GENERAL DESCRIPTION

Performs entry-level administrative support work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Prepares and disseminates information concerning agency programs and services.

Assists in preparing, editing, and distributing correspondence, reports, studies, forms, and documents.

Assists in planning meetings, conferences, and seminars.

Assists in compiling data for charts, graphs, databases, summaries, or reports.

Assists with general office duties such as filing, answering and routing phone calls, routing mail, and ordering and maintaining office supplies.

May manage and maintain schedules and travel arrangements for managers and directors.

Performs related work as assigned.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in clerical or administrative support work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of office practices and administrative procedures.

Skill in the use of standard office equipment and software.

Ability to communicate effectively.