



Administrative Assistant II

Salary Group: A11

Class Code: 0152

<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
ADMINISTRATIVE ASSISTANT VI	0159	A19	\$42,244 - \$68,960

GENERAL DESCRIPTION

Performs routine (journey-level) administrative support work. Work involves providing internal administrative support including disseminating information, assisting with maintaining filing systems, and preparing and editing reports and documents. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

Distinctions between levels may be based on many factors including the size of the agency, department, or division as well as the complexity of the work being performed. Other factors may include the number of managers or staff the employee supports or whether the employee oversees or supervises other staff. However, any oversight or supervisory responsibilities within the senior level positions should be limited to a small number of administrative support staff.

EXAMPLES OF WORK PERFORMED

Prepares and disseminates information concerning agency programs and services.

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents.

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

Responds to inquiries and explains rules, regulations, policies, and procedures.

Assists in planning meetings, conferences, and seminars.

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

May assist with managing and maintaining schedules and travel arrangements for managers and directors.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in 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 implement administrative procedures; to interpret rules, regulations, policies, and procedures; and to communicate effectively.