



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

GENERAL DESCRIPTION

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

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 manage and maintain 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.