



Administrative Assistant III

Salary Group: A13
Class Code: 0154

<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 complex (journey-level) administrative support work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares and disseminates information concerning agency programs and procedures.

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

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

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

Coordinates meetings, conferences, and seminars.

Compiles and enters data for charts, graphs, databases, summaries, or reports.

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

May prepare and compile presentation and training materials.

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

May provide guidance to others.

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; to communicate effectively; and to provide guidance to others.