



Administrative Assistant IV

Salary Group: A15

Class Code: 0156

<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 highly complex (senior-level) administrative support work. Work involves providing and coordinating internal administrative support including disseminating information, developing filing systems, and preparing and editing reports and documents. May provide guidance to others. Works under limited supervision, with moderate 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, 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.

Coordinates meetings, conferences, and seminars, and prepares related materials.

Explains and disseminates information concerning agency programs and procedures.

Responds to inquiries regarding technical program or administrative regulations, policies, and procedures.

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

Manages and maintains schedules and travel arrangements for managers and directors.

May prepare and compile presentation and training materials.

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.