



# 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
<b>ADMINISTRATIVE ASSISTANT IV</b>	<b>0156</b>	<b>A15</b>	<b>\$32,976 - \$52,045</b>
ADMINISTRATIVE ASSISTANT V	0158	A17	\$36,976 - \$58,399

## GENERAL DESCRIPTION

Performs advanced (senior-level) administrative support work. Work involves coordinating the dissemination of information, developing filing systems, and coordinating internal administrative support work. May provide guidance to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates and/or prepares, edits, and distributes correspondence, reports, studies, forms, and documents.

Coordinates and 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 new administrative systems and procedures and to evaluate their effectiveness; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to provide guidance to others.