



Administrative Assistant V

Salary Group: A17
Class Code: 0158

<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 highly-advanced (senior-level) administrative support work. Work involves coordinating the dissemination of information, developing filing systems, and coordinating internal administrative support work. May serve as a lead worker providing direction to others. Works under limited supervision, with considerable 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 ordering supplies, maintaining a filing system, and answering and routing phone calls.

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 in charts, graphs, and databases, and prepares summaries or reports.

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

May serve as a lead worker providing direction 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 serve as a lead worker providing direction to others.