



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 |
| ADMINISTRATIVE ASSISTANT VI | 0159 | A19 | \$42,244 - \$68,960 |

GENERAL DESCRIPTION

Performs advanced (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 serve as a lead worker providing direction to others. Works under limited supervision, with considerable 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

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

Coordinates and/or 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 to serve as a lead worker providing direction to others.