



ADMINISTRATIVE ASSISTANCE

FUNCTIONAL DEFINITION:

This is administrative office management work with responsibility for providing agency or unit administrative services, billing and payment for services, personnel screening and record keeping, building maintenance and custodial care, preparation of a variety of records and reports and supervision of staff engaged in such activities. Duties may also include responsible staff work as an assistant to an executive. Work is under the direction of an administrative superior and in accordance with precedents and well defined policies.

NOTE: This category may also serve for full-performance technical administrative work in such areas as accounting and personnel.

EXAMPLES OF WORK PERFORMED:

- Obtaining facts, making analyses, evaluations and recommendations on administrative and program problems
- Conducts follow-up to insure that decisions are being carried out and problems have been resolved
- Acts in a liaison capacity between executive and other officials
- May represent executive at meetings and conferences
- Participates with others in carrying out administrative staff services
- Participates in establishing operating policies and practices
- Works in coordination with program directors and staff of other health and welfare agencies
- Performs related work as required
- May have supervisory duties as necessary to an activity

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of administrative work
- Knowledge of the principles of accounting statistics, and personnel whenever applicable
- Ability to gather, assemble, correlate and analyze facts and help devise solutions to administrative problems
- Ability to comprehend program goals, objectives and operations and to relate these to administrative analysis
- Ability to maintain effective relationships with employees
- Ability to express ideas clearly and concisely, orally and in writing

QUALIFICATIONS REQUIRED: One year of experience in administrative or related work and such training as may have been gained through graduation from a four year college or university; or any equivalent combination of experience and training.