



## CLASS SPECIFICATION

Class Code: 0173  
Date Est: 08/1980  
Last Rev: 07/2017  
Last Title Chg:  
FLSA: non-exempt  
Probation: 12 months

### ADMINISTRATIVE ASSISTANT TRAINEE

#### **DEFINITION**

Under supervision, provides administrative staff support related to planning and coordinating the daily departmental activities; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in public administration, business administration, political science or a closely related field; OR three years full time experience at the level of Administrative Secretary in Washoe County; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license may be required at time of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

This is the trainee level in the Administrative Assistant class series, which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. If the requisite proficiency is not demonstrated during the probationary period, the incumbent will not be retained. This level is distinguished from the Administrative Assistant I in that incumbents perform a more limited range of duties under closer supervision.

#### **SUPERVISION EXERCISED**

May exercise direct supervision over support or clerical staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform a variety of administrative duties for professional staff and management; respond to routine letters and general correspondence, compose letters, memoranda and reports pertaining to standard policies and operations to support management.

Conduct research and compile information and statistics to assist in the completion of administrative studies affecting departmental/divisional activities such as evaluations of program effectiveness, operational procedures or implementation of cost reductions.

Develop recommendations by researching current practice and other criteria to assist with the formulation of new systems or the revision of established systems and procedures.

Complete special projects and assignments by collecting and analyzing information to write reports that present and interpret data, identify alternatives and provide recommendations for change.

Monitor and assist in the preparation of assigned budget(s) by recommending expenditures for designated accounts, monitoring approved budget accounts, coordinating administrative accounting systems and auditing fiscal records to ensure financial integrity.

Prepare and present written and oral reports containing detailed findings and recommendations to address various administrative problems and improve services, functions and programs.

Implement and interpret operating policies and procedures to assist in the installation of new operating methods and procedures.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

May supervise staff including training, scheduling, work assignments, work review, performance appraisal, discipline, coaching and development.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Departmental/divisional policies, practices and procedures.

Federal, state, and local laws, statutes, codes, regulations, and standards pertaining to area of assignment.

Principles, methods, and problems of organization and management.

Management information systems and software programs used in the assigned area.

Methods and principles of program planning, analysis and evaluation.

Basic procedures, methods and techniques associated with monitoring budgetary accounts.

#### **Ability to:**

Plan, coordinate, and direct administrative operations to accomplish established goals and objectives and optimize efficiency.

Understand the organization and operation of the County and of outside agencies necessary to assume assigned responsibilities.

Select, supervise and evaluate the performance of assigned staff.

Evaluate operations, including work procedures and processes, to determine their effectiveness and efficiency.

Develop, recommend and implement operational alternatives.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

Office management methods and procedures.

Principles of public and/or business administration.

Principles of general management, supervision, and training.

Methods and techniques of data collection and report preparation.

Personal computers and software applications.

**Ability to:**

Evaluate information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate recommendations.

Read, interpret, apply and explain pertinent regulations and standards, including administrative and departmental policies and procedures.

Compile tabulate, analyze and interpret data and information.

Communicate clearly and concisely, both orally and in writing.

Write narrative reports and other documents.

Establish and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry up to 25 lbs.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*