



CLASS SPECIFICATION

Class Code: 00174
Date Est: 04/1981
Last Rev: 07/2017
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

ADMINISTRATIVE ASSISTANT I

DEFINITION

Under supervision, provides administrative staff support related to departmental/divisional budgeting, management, organization, work procedures, policy development or related administrative problems; 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, plus one year full time administrative experience involving the development, evaluation and revision of programs, organizations, methods and procedures; OR one year full time experience as an Administrative Assistant Trainee with Washoe County; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

May require a valid driver's license at time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Administrative Assistant class series. Incumbents are expected to work with greater independence than incumbents in the Administrative Assistant Trainee class. Work assignments do not typically require a broad spectrum of seasoned, specialized knowledge associated with the more complex Administrative Assistant II class responsibilities; this class is not assigned long term project leadership over other professional level staff.

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.)*

Provide staff support to division/department, including coordination and organization of services and activities; recommendations for organizational or procedural changes affecting support activities; recommendations for improvements in work methods, techniques, systems and equipment.

Conduct, coordinate, supervise and monitor special projects, assignments and activities; collect, compile and analyze information on a variety of issues affecting departmental/divisional activities such as program effectiveness, operations, workflow improvement/simplification, or implementation of cost reductions to identify alternatives and provide recommendations for change.

Develop recommendations by researching current practice and other criteria to formulate and create new systems, or revise established systems and procedures.

Perform a variety of administrative duties for management such as purchasing, contract administration, payment tracking and agencies/customer billings.

Formulate, prepare and monitor assigned budget(s) by recommending expenditures for designated accounts, monitoring approved budget(s), coordinating administrative accounting systems and auditing fiscal records to ensure financial integrity.

Coordinate/oversee assigned services and activities with other programs, divisions, departments, outside agencies/organizations and others to ensure compliance with relevant local, state and federal guidelines.

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

Initiate and maintain a variety of resource materials, files and records (computerized and manual) for areas of assignment; maintain control files on matters in progress; maintain and update resource materials to aid efficient departmental operations.

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

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.

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 practices, policies and procedures.

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

Terms and acronyms commonly used in the assigned function.

Organizational functions and financing of federal, state, and local programs.

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

Ability to:

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

Select, supervise and evaluate the performance of assigned staff.

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

Knowledge of:

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles of public and/or business administration.

Principles of general office management, supervision and training.

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

Methods and techniques of statistical and administrative data collection and report preparation.

Ability to:

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

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

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

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

Research, compile, tabulate, analyze and interpret data and information.

Work cooperatively with other departments, divisions, outside agencies and boards, management and the general public.

Write administrative summaries, reports and other documents.

Communicate in a clear, concise manner, both orally and in writing.

Plan and organize work to meet schedules and timelines.

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

Use personal computers and software applications.

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.