

**AUDITOR OF STATE**  
CLASSIFICATION  
SPECIFICATION

<b>CLASSIFICATION SERIES:</b> ADMINISTRATIVE ASSISTANT	<b>SERIES NO.:</b> 6312
<b>MAJOR AGENCIES:</b> AUDITOR OF STATE ONLY	<b>EFFECT. DATE:</b> <b>NEW EFF. DATE:</b> 09/22/1991

**SERIES PURPOSE:**

THE PURPOSE OF THE ADMINISTRATIVE ASSISTANT OCCUPATION IS TO ASSIST IN PROGRAM DIRECTION BY RELIEVING SUPERIOR OF ADMINISTRATIVE DUTIES & ASSISTING IN PROGRAM DIRECTION.

INCUMBENTS RELIEVE SUPERIOR OF ROUTINE ADMINISTRATIVE DUTIES.

**CLASS TITLE:**

ADMINISTRATIVE ASSISTANT 1

**CLASS NUMBER:**

63121

**EFFECTIVE DATE:**

09/22/1991

**NEW EFFECTIVE DATE:**

**CLASS CONCEPT:**

THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER GENERAL SUPERVISION & REQUIRES CONSIDERABLE KNOWLEDGE OF AGENCY POLICIES & PROCEDURES REGARDING PROGRAM ACTIVITIES OF UNIT, SECTION, DIVISION OR BUREAU IN ORDER TO ASSIST IN PROGRAM DIRECTION BY RELIEVING SUPERIOR OF ROUTINE ADMINISTRATIVE DUTIES & MAKE RECOMMENDATIONS & ASSIST IN DEVELOPING NEW PROCEDURES & PROGRAMS.

<b>CLASS TITLE:</b> ADMINISTRATIVE ASSISTANT 1	<b>CLASS NO.:</b> 63121	<b>BARG. UNITS:</b> 51
---	----------------------------	---------------------------

**EFFECTIVE DATE:**

09/22/1991

**NEW EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)**

ASSISTS ADMINISTRATOR IN PROGRAM DIRECTION, RESEARCHES & ANALYZES MATERIALS, INFORMATION & PROGRAMS, PROVIDES TECHNICAL INFORMATION & ADVICE TO ADMINISTRATORS IN DECISION MAKING, MAKES RECOMMENDATIONS & ASSISTS IN DEVELOPING NEW PROCEDURES & PROGRAMS, SERVES AS LIAISON BETWEEN ADMINISTRATOR & SUBORDINATES, TRANSMITS DECISIONS & DIRECTIVES, REPRESENTS ADMINISTRATOR AT MEETINGS & CONFERENCES, ASSUMES RESPONSIBILITY & AUTHORITY IN ADMINISTRATOR'S ABSENCE.

MANAGES BUSINESS FUNCTIONS OF ADMINISTRATOR'S OFFICE; PREPARES & MONITORS BUDGETS; PREPARES PAYROLL; PROCESSES BILLS FOR PAYMENT; PURCHASES SUPPLIES & EQUIPMENT; KEEPS FISCAL & PERSONNEL RECORDS; INTERVIEWS PROSPECTIVE EMPLOYEES.

PERFORMS PUBLIC RELATIONS DUTIES; RESEARCHES & RESPONDS TO INQUIRIES & COMPLAINTS; FURNISHES INFORMATION & EXPLAINS PROGRAMS TO PUBLIC; WORKS ON SPECIAL ASSIGNMENTS & PROJECTS AS DIRECTED; PREPARES REPORTS, PUBLICATIONS, MEMOS & PRESENTATIONS FOR DISSEMINATION OUTSIDE WORK UNIT.

**MAJOR WORKER CHARACTERISTICS:**

KNOWLEDGE OF AGENCY POLICIES & PROCEDURES REGARDING AREA ASSIGNED\*; OFFICE PRACTICES & PROCEDURES\*; GOVERNMENT STRUCTURE & PROCESS\*; PUBLIC RELATIONS; BUDGETING; SUPERVISORY PRINCIPLES/TECHNIQUES\*; OFFICE MANAGEMENT. ABILITY TO GATHER, COLLATE & CLASSIFY INFORMATION ACCORDING TO ESTABLISHED METHODS; COOPERATE WITH CO-WORKERS ON GROUP PROJECTS; PREPARE & DELIVER SPEECHES; WRITE DIRECTIVES, MEMOS & OTHER PUBLICATIONS; DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS & DRAW VALID CONCLUSIONS; INTERVIEW JOB APPLICANTS TO DETERMINE WORK BEST SUITED FOR THEM; HANDLE SENSITIVE CONTACTS WITH PUBLIC & OTHER WORK UNITS.

(\*)DEVELOPED AFTER EMPLOYMENT.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

COMPLETION OF ASSOCIATE CORE COURSEWORK IN BUSINESS ADMINISTRATION, MANAGEMENT SCIENCE OR PUBLIC ADMINISTRATION.

-OR 12 MOS. TRG. OR 12 MOS. EXP. IN AREAS CITED PREVIOUSLY.

-OR ALTERNATIVE, EQUIVALENT EVIDENCE OF THE MAJOR WORKER CHARACTERISTICS NOTED ABOVE.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

NOT APPLICABLE.

**UNUSUAL WORKING CONDITIONS:**

MAY REQUIRE TRAVEL TO COMMUNITY SITE UNDER CONTRACT WITH DEPARTMENT OF MENTAL HEALTH.