SERIES PURPOSE
The purpose of the administrative professional occupation is to perform a variety of clerical, procedural & administrative tasks as principal clerical & administrative support position for supervisor &/or office staff.

At the lower level, incumbents provide general secretarial assistance through routine administrative tasks &/or provide secretarial assistance requiring training in technical terminology.

At the second level, incumbents relieve superior of routine & administrative duties &/or provide secretarial assistance in technical environment.

At the third level incumbents perform non-routine administrative tasks & provide secretarial support for the assigned section or perform non-routine administrative tasks & act as lead worker over lower-level administrative &/or office support staff.

CLASS CONCEPT
The full performance level class works under general supervision & requires considerable knowledge of clerical functions & office procedures in order to provide general secretarial assistance by performing routine administrative tasks.

CLASS CONCEPT
The full performance level class works under general supervision & requires considerable knowledge of policies & procedures regarding program activities of unit or section in order to relieve superior of routine administrative duties &/or to provides secretarial assistance in technical environment by performing routine administrative tasks & provide secretarial assistance through routine administrative tasks (i.e., independently provides explanation, orally &/or in writing, of services or activities of assigned area).

CLASS CONCEPT
The full performance level class works under direction & requires considerable knowledge of administrative policies & procedures, clerical & secretarial procedures in order to provide secretarial & non-routine administrative support (i.e., independently prepares correspondence &/or reports or carries out other assignments) & if assigned, acts as lead worker over lower-level administrative &/or office support staff.
<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB CODE</th>
<th>B. U.</th>
<th>EFFECTIVE</th>
<th>NEW EFFECTIVE</th>
<th>PAY GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Prof</td>
<td>16871AG</td>
<td>45</td>
<td>1/26/2014</td>
<td>5/17/2015</td>
<td>27</td>
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</tbody>
</table>

**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.)

Provides secretarial assistance through routine administrative tasks (i.e., provides explanation, orally &/or in writing, of services or activities of assigned area) (e.g., drafts simple correspondence; researches responses to inquiries; compiles data; prepares reports, gathers statistics & may compile in report form; performs research & writes reports to present straightforward information; sets up office procedures; coordinates daily work flow of office; revises content of manuals & notebooks; requisitions equipment & supplies through agency purchasing agent; screens problems & obtains files & records to support same for referral & may resolve only those which do not involve interpretation or judgment of applicability of policies & procedures).

Produces typed copy, to include formatting or assisting in formatting, from standard or confidential written, dictated or oral instructions & proofreads work.

Performs other clerical duties (e.g., maintains files; sorts and routes mail; answers phones & screens calls; greets visitors; orders & stocks supplies; maintains calendar; makes copies; prepares materials for mailing, schedules meetings).

**MAJOR WORKER CHARACTERISTICS**
Knowledge of English grammar & composition; arithmetic that includes addition, subtraction, multiplication & division; records management; business communications; administrative practices & procedures*; general office practices & procedures; agency-specific office practices & procedures*. Skill in keyboarding; business office software applications (e.g., Microsoft Office); operation of personal computer & office machines (e.g., transcribing equipment, calculators). Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; move fingers easily to perform manual functions; assess questions & provide appropriate information or referral.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**
1 yr. trg. or 1 yr. exp. in secretarial science or business office applications; and typing skill of 50 words per minute.

For positions requiring technical terminology, applicants must also have 6 mos. trg. or 6 mos. exp. in relevant technical terminology.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**
Not applicable.

**UNUSUAL WORKING CONDITIONS**
Not applicable.
JOB TITLE
Administrative Professional 2

JOB CODE
16872AG

B. U.
45

EFFECTIVE
1/26/2014

NEW EFFECTIVE
5/17/2015

PAY GRADE
28

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.)
Relieves superior of routine administrative duties, makes recommendations regarding program activities, researches & analyzes materials, information & programs, provides technical information & advice to administrators to aid in decision making, assists in developing new procedures related to established program policy, serves as liaison between administrator & subordinates, transmits decisions & directives.

Provides secretarial assistance in technical or scientific environment & transcribes, formats &/or assists in formatting, types & proofs standard &/or technical (i.e., documents requiring use of legal, medical, &/or scientific terminology) correspondence & reports.

Processes bills for payment; purchases supplies & equipment; keeps fiscal & operational records.

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 English grammar & composition; arithmetic that includes addition, subtraction, multiplication & division; records management; business communications; administrative practices & procedures*; general office practices & procedures; agency-specific office practices & procedures*; budgeting*; government structure & process*. Skill in keyboarding; business office software applications (e.g., Microsoft Office); operation of personal computer & office machines (e.g., transcribing equipment, calculators). Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; compose directives, memos & other publications; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; move fingers easily to perform manual functions; assess questions & provide appropriate information or referral.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT
Completion of associate core coursework in secretarial science or business office applications from accredited career school or community college; and typing skill of 50 words per minute.

-Or 18 mos. exp. or 18 mos. trg. in secretarial/administrative professional field; and typing skill of 50 words per minute.

-Or 6 mos. exp. as Administrative Professional 1, 16871AG.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT
Not applicable.

UNUSUAL WORKING CONDITIONS
Not applicable.
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.)

Performs non-routine administrative tasks (i.e., independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures as they would apply to given situation to resolve problems, prepare correspondence &/or reports or to carry out other assignments) (e.g., responds to correspondence; reviews & summarizes fiscal &/or operational reports; represents supervisor at meetings or conferences with other agencies; researches & prepares data for budget inclusion; assists in writing budget justification; monitors spending & maintains fiscal records; communicates decisions, directives &/or assignments to appropriate staff; reviews & summarizes reports on operations activities; organizes conferences; coordinates acquisition & maintenance of office machines such as telephones &/or copier &/or telecopier &/or computers) & if assigned, acts as lead worker over lower-level administrative &/or office support staff.

Manages business functions of the section; maintains fiscal and personnel records & prepares reports; purchases supplies & equipment & processes bills for payments; participates in budget preparation; interviews, trains & oversees workflow of clerical personnel.

Performs secretarial tasks (e.g., prepares confidential correspondence &/or reports; maintains confidential files; maintains calendar &/or makes travel arrangements for supervisor; takes & transcribes dictation &/or minutes of meetings); handles sensitive telephone calls; channels calls to appropriate parties for response.

Performs clerical tasks (e.g., receives, opens, logs, distributes incoming mail; answers phone & screens calls; greets & direct visitors; maintains inventory of general office supplies & orders as needed; maintains files & retrieves information); prepares routine forms; prepares records retention & disposal schedules & arranges record transfers.

MAJOR WORKER CHARACTERISTICS
Knowledge of English grammar & composition; arithmetic that includes addition, subtraction, multiplication & division; records management; business communications; administrative practices & procedures*; general office practices & procedures; agency-specific office practices & procedures*; budgeting*; government structure & process*. Skill in keyboarding; business office software applications (e.g., Microsoft Office); operation of personal computer & office machines (e.g., transcribing equipment, calculators). Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; move fingers easily to perform manual functions; assess questions & provide appropriate information or referral.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT
Completion of associate core coursework in secretarial science or business office applications from accredited career school or community college; 12 mos. exp. in secretarial/administrative professional field; and typing skill of 60 words per minute.

-Or 30 mos. exp. or 30 mos. trg. in secretarial/administrative professional field; and typing skill of 60 words per minute.

-Or 12 mos. exp. as Administrative Professional 2, 16872AG; and typing skill of 60 words per minute.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT
Not applicable.

UNUSUAL WORKING CONDITIONS
Not applicable.