

ADMINISTRATIVE ASSISTANT II

DESCRIPTION OF WORK

Positions in this class assist a program or administrative official in carrying out a program's administrative activities by performing a variety of administrative functions. Employees in this class may be responsible for: (1) independently organizing and implementing the administrative support for a large, complex program; or (2) serving as a staff assistant in gathering, analyzing, editing and reporting information for various administrative programs and projects requiring more discretionary and evaluative judgments. Employees are responsible for interpreting and assisting in developing program policies and procedures. Work usually requires considerable organizational and analytical responsibility.

This class is distinguished from University Administrative Manager by an absence of responsibility in managing the total financial, personnel and related resources of the program. In further contrast, the class is distinguished from the Administrative Assistant I-and III levels by the size, scope, and complexity of program in addition to the degree of responsibility for the program.

EXAMPLES OF DUTIES PERFORMED

Reviews draft publications for consistency with and furtherance of program objectives.

Reviews grant applications, personnel actions and budget requests on an agency-wide scale for appropriateness, completeness and compliance with federal, state and agency guidelines.

Writes, edits or coordinates the preparation of reports, speeches or other printed material including determining necessary content.

Develops work procedures, methods and policies which impact intradepartmentally.

Interviews, counsels patients, students and the like, allowing exceptions to program policies based on evaluation of circumstances.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of office techniques; ability to practice effective communication techniques both orally and in writing; considerable knowledge of effective supervisory practices and ability to plan and supervise the work of others, if applicable.

Ability to analyze, interpret, recommend, and implement policy and procedural guidelines.

Skill in organizing work flow and coordinating activities.

Minimum Training and Experience

Completion of high school or equivalent and five years of progressively responsible secretarial or clerical/administrative experience including one year of administrative or office management experience; or completion of a two-year secretarial science or business administration program and three years of progressively responsible secretarial or clerical/administrative experience including one year of administrative or office management experience; or completion of a four-year program in a college or university preferably with major emphasis on coursework in business administration, public administration or other related field and six months of administrative or office management experience; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.