

Jurisdictional Class: C

Location: All Jurisdictions

Fr. Cty. Grade: 9

Revised: KY .

Date: 3/24/16 .

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for assisting a department head or administrator by performing various administrative duties. This incumbent performs management functions including, but not limited to program planning, purchasing, budgeting, personnel management and supervision, fiscal management and reporting program evaluation. The work is performed under general supervision with considerable latitude given for the exercise of independent judgment in carrying out assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the formulation of policies and procedures for the administration of various programs;
May supervise and periodically reviews and verifies the accuracy of recorded transactions to insure compliance with applicable laws;
Advises department personnel on appropriate administrative and budgetary procedure;
Assists the department head or administrator in matters related to administration, purchasing, budget and office procedures;
Participates in professional conferences and training programs;
Prepares financial statement and evaluations;
Prepares special administrative and financial reports as requested by the department head or administrator;
Plans and supervises the collection, tabulation and analysis of financial and statistical data;
May supervise and expedite the maintenance of records and the preparation of reports;
Performs related work necessary for the efficient execution of the administrative functions of the department;
May supervise assigned clerical staff.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of principles and practices of office management, including a knowledge of personnel methods and procedures, organization, reporting and communication, supervisory principles and techniques; thorough knowledge of business arithmetic and English; thorough knowledge of a micro-computer for desktop publishing, word processing, database management and spreadsheets; good knowledge of statistical techniques, particularly in relations to the collection and tabulation of raw data; good knowledge of accounting, purchasing procedures; ability to get along well with subordinates and others and to secure their cooperation; resourcefulness in the solution of complex administrative problems; tact and courtesy; dependability; physical condition suitable to the demands of the position

MINIMUM QUALIFICATIONS: Either:

- A) Bachelor's Degree and one (1) year office experience which involved using a micro-computer with various software packages;
- B) Associate's Degree and three (3) years office experience, one (1) of which shall have included using a micro-computer with various software packages;
- C) Graduation from high school or possession of a high school equivalency diploma and 5 years experience as defined in (A) and (B) above.