

Minimum Qualification Specification  
for the

ADMINISTRATIVE ASSISTANT SERIES

**Experience Requirements**

Except for the substitutions provided for in this specification, applicants must have had work experience of the kind and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Experience (Yrs)	Specialized Experience (Yrs)	Total Experience (Yrs)
Administrative Assistant I	1/2	1*	1-1/2
Administrative Assistant II	1/2	2*	2-1/2
Administrative Assistant III	1/2	3**	3-1/2
Administrative Assistant IV	1/2	4**	4-1/2

General Experience: Work experience which involved performance of tasks which demonstrated knowledge of English grammar, spelling and arithmetic; and the ability to read and understand oral and written instructions, and speak and write simply and directly.

Specialized Experience: \*Progressively responsible typing, and/or substantive clerical work which demonstrated possession of, in addition to the knowledge and abilities noted under General Experience, knowledge of common office appliances and equipment and the ability to carry out procedures in clerical work systems and to perform secretarial tasks including, but not limited to, several of the following: serving as telephone and walk-in receptionist; maintaining a system of files; making travel arrangements; composing correspondence; obtaining and presenting information from files; routing correspondence; reviewing outgoing correspondence for format, grammar, spelling punctuation and typographical errors; maintaining a log of pending work; etc., and use computers and software applications (e.g., word processing, spreadsheet, databases, etc.).

\*\*In addition to two (2) years of the Specialized Experience noted by the single asterisk(\*), requires one or two years, as noted, of progressively responsible typing

and/or substantive clerical work experience, which demonstrated possession of the ability to perform secretarial duties including, but not limited to the following: 1) providing personal assistance to an administrator or executive by attending to the administrative details of an office; 2) having an overall awareness of the activities and administrative framework of a program/organization; and 3) ability to exercise sound judgment.

### **Substitutions Allowed**

1. Graduation from high school or equivalent may be substituted for the General Experience.
2. Excess Specialized Experience may be substituted for General Experience.
3. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Specialized Experience, as noted by the single asterisk (\*), on the basis of fifteen (15) semester credits of satisfactorily completed course work for six (6) months of Specialized Experience, up to a maximum of one (1) year.
4. Education in a baccalaureate program at an accredited college or university may be substituted for Specialized Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of one (1) year.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

**Tests**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification requirements for the SECRETARY I, II, III & IV, which were approved on February 26, 2008, and amends the series/class title to ADMINISTRATIVE ASSISTANT I, II, III & IV.

DATE APPROVED: July 16, 2024

  
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