

Minimum Qualification Specifications  
for the Class:

ADMINISTRATIVE SERVICES ASSISTANT  
(ADMINISTRATIVE SERVICES ASST)

**Basic Education Requirement**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the General Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

General Experience: Two and one-half (2-1/2) years of progressively responsible professional work experience which demonstrated the ability to perform administrative assignments such as budget formulation and justification, fiscal operations and/or personnel administration, or experience which involved the analysis of programs and services to determine their effectiveness, achievement of program objectives, staffing needs, cost factors, and participating in planning for future needs or for related management purposes. The experience must have demonstrated the ability to identify information needs, collect and analyze data, identify alternatives and their advantages and disadvantages, develop logical recommendations for a course of action, read and comprehend complex material such as statutes and/or federal regulations, exercise a high degree of judgment in applying and interpreting rules, regulations, policies and procedures and draft comprehensive reports of findings and recommendations.

At least one (1) year of the experience must have been at the fully competent, independent professional worker level involving budget/program evaluation, planning, management/organizational analysis or personnel administration. Experience as an independent worker in such programs is characterized by the performance of a variety of moderately difficult work assignments involving extensive analysis and the application of management principles in one or more areas of administration.

Experience in direct services programs may be accepted if there is evidence of continuing responsibility for analytical work as described above (viz., as a staff assistant responsible for analyzing the assigned program area and recommending improvements in operations, or as a supervisor whose work included evaluating and monitoring the progress of the assigned program area or function and preparing reports of progress and plans for the assigned work or function).

### **Non-Qualifying Experience**

Clerical or paraprofessional (technical work performed in support of professional practitioners) work, although such work may have been done in budget or program evaluation area, is not qualifying.

### **Substitutions Allowed**

1. A master's degree in business or public administration, or a related field which provided knowledge of principles and techniques of management and administration with emphasis in the application of research and analytical methods and techniques may be substituted for one (1) year of the General Experience, but not for the one (1) year of the experience at the fully competent level.
2. A Ph.D. degree from an accredited college or university in business or public administration may be substituted for all of the required experience.

### **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.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

Applicants may be required to qualify on an appropriate examination.

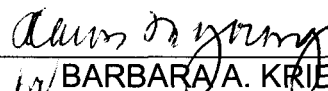
**Physical and Medical Requirements**

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

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This is an amendment to the minimum qualification specifications for the class ADMINISTRATIVE SERVICES ASSISTANT, which were approved on June 22, 1979.

DATE APPROVED: 10/3/2012

  
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pr BARBARA A. KRIEG  
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