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Class Specifications
for the

ADMINISTRATIVE ASSISTANT SERIES

This series includes all positions the duties of which are to assist a department director in carrying out his responsibilities by coordinating various administrative matters, conducting investigations and special studies and/or carrying out other special assignments. An Administrative Assistant may also be responsible for administering one or more departmental activities on an ongoing, continuous assignment basis.

A position in this series requires considerable knowledge of the functions, organization and governing laws and regulations of the department served. It also requires the ability to exercise a high level of judgment and discretion in applying and interpreting laws, policies and procedures.

Positions in this series are distinguished on the basis of various combinations of the following factors:

1. Nature and scope of assignments.
2. Nature and scope of recommendations, commitments and decisions.
3. Nature and purpose of personal contacts.
4. Nature of coordination between divisions of the department or between departments.
5. Nature of the authority vested in a position in this series over other line and/or staff program chiefs. At the higher level, a characteristic of a position in that class is that it is authorized to act independently with considerable authority delegated by the department director.

This series changes the title and amends the class Administrative Assistant and establishes a higher-level Administrative Assistant VI class.

APPROVED: June 20, 1969

/s/ David Trask, Jr.
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Director of Personnel Services

ADMINISTRATIVE ASSISTANT V

2.003

Duties Summary:

Assists a department director by coordinating various administrative matters and making investigations and special studies of departmental problems; prepares reports and recommendations on assigned subjects; assumes limited administrative responsibilities as directed; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for assisting a director of a major State department by performing a variety of duties that are primarily staff in nature. The work of a position in this class also includes coordinating many administrative matters, conducting special studies and investigations and generally relieving the director of administrative details.

A position in this class works under general supervision, and the incumbent normally prepares recommendations for consideration by the director in all cases except in those areas where policies and/or precedents have already been set.

Examples of Duties:

Conducts special studies; gathers data; investigates complaints, criticisms, misconduct and infraction of rules and regulations and recommends adjustments; analyzes contracts, reports and other matters which must be studied as the basis for administrative decisions; dictates reports and correspondence; reviews matters of administrative detail and disposes of many such matters for the superior; assembles data for and assists in budget preparation; serves as liaison between department head and staff; prepares and issues memoranda and directives to staff by direction of department head; attends all top-level staff meetings and represents the superior on committees; coordinates various administrative matters involving units of the department as well as those involving other departments, agencies and/or groups; handles legal matters by gathering data, consulting with the Attorney General's Office and recommending solutions; serves as the department's liaison with the legislature; and may provide staff services to an advisory or policy making board.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of public administration; functions; organization and governing laws and regulations of the department served; public relations; report writing; and State government organization and functions.

Ability to: Exercise a high level of judgment and discretion in applying and interpreting laws, policies and procedures; collect and analyze data and make sound decisions on the basis of data collected; speak before groups; write clear and concise reports and correspondence; and establish and maintain effective working relationships.

This is a change in title and an amendment to the class Administrative Assistant which was approved on January 10, 1956.

ADMINISTRATIVE ASSISTANT VI

2.004

Duties Summary:

Performs advanced administrative work in assisting the director of a department in directing the activities of large-scale departmental programs; advises superior on various administrative matters; conducts special studies with delegated authority to implement necessary changes, procedures, etc.; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for performing a variety of high-level administrative duties under the general supervision of an executive who assigns duties and responsibilities and delegates authority. The work of a position in this class includes responsibility for analyzing and solving technical managerial problems with delegated authority to act as necessary in addition to coordinating various administrative matters and making investigations and special studies. It also includes responsibility for the development, interpretation and installation of policies, procedures and programs, in consultation with his superior and others, as required. This

class usually also involves responsibility for coordinating and directing the legislative activities of the department including serving as liaison with legislative members, staff and others and making presentations to secure favorable action. A position in this class frequently acts with substantial authority, whereas a position in the next lower level normally prepares recommendations for consideration by the director except in areas where policies and precedents are already established.

Examples of Duties:

Advises superior on various administrative matters; conducts special studies and participates in formulating, implementing and effectuating policies, procedures, programs, etc., with delegated authority to act, as necessary; confers with superior and others in the development, interpretation and installation of policies, procedures and programs; analyzes and solves various technical, administrative and other problems; gathers data; analyzes contracts, reports, policies and other matters which must be studied as the basis for administrative decisions; prepares reports, correspondence, memoranda, etc.; serves as liaison between superior, staff and others; represents superior in various instances including meetings; prepares and justifies budget requests; serves as the department's liaison with the legislature and others; negotiates contracts; handles legal questions by gathering data, consulting with Attorney General and recommending solutions; administers a small program or programs for a department.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this class requires knowledge of the legislative process and structure of the Legislature; and the ability to analyze and solve highly technical managerial problems and to implement corrective measures and make effective presentations of departmental needs to legislators.