

# **SHERIFF'S OFFICE ADMINISTRATIVE ASSISTANT II**

## **GENERAL STATEMENT OF DUTIES**

Performs a variety of responsible administrative functions serving as a staff assistant or administrative official with primary emphasis organizing and implementing administrative support or coordinating programs and projects requiring more discretionary and evaluative judgments.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is serves as staff assistant performing a variety of responsible administrative functions. Work usually requires considerable contact with other employees in explaining policies and procedures. This level is distinguished from higher level administrative positions by the absence of responsibility in managing the total program. In further contrast, the class is distinguished from the Administrative Assistant I by the complexity of the administrative work performed in addition to the degree of responsibility. Work is performed under general supervision and is evaluated by observation and in conferences.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- 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.
- Coordinates special projects within the department.
- Carries responsibility for completeness and accuracy of records of program activities.
- Performs related work as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of office management techniques including the ability to organize work flow and coordinate activities.
- Considerable knowledge of effective supervisory practices and ability to plan and supervise the work of others.
- Ability to analyze, interpret, recommend, and implement policy and procedural guidelines.
- Ability to maintain work standards of program activities and ability to analyze and correct errors.
- Ability to communicate with others tactfully and courteously over the telephone and in person.
- Ability to maintain effective working relationships with other employees.

## **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from high school and five years of progressively responsible secretarial or clerical/administrative/office management 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 or 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 education 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.

Randolph County 2/2012