

Title	Administrative Assistant I	Administrative Assistant II
Series description	<p>The Administrative Assistant class series includes job classes that perform paraprofessional level work in multiple administrative functional areas in support of an organization’s operations. The work is assistive in nature, and focuses on extending the capabilities of a professional or managerial position.</p> <p>Administrative Assistants evaluate and use information to make recommendations; provide guidance on applying administrative requirements to varying situations; recommend changes to office procedures to adopt management decisions and policies; and identify problems in administrative workflow and evaluate and recommend alternative administrative processes.</p> <p>Administrative functional areas typical to this series include, but are not limited to, Accounting and Financial Management, Procurement/Purchasing, Personnel Management, Facility Management, and Property Management.</p>	
Class Def	<p><u>Specific to Level</u></p> <p>Administrative Assistant I is the entry level of the series in which incumbents perform routine and recurring paraprofessional duties in multiple administrative functional areas, which are controlled by policy, procedure, regulation and other guidelines.</p>	<p><u>Specific to Level</u></p> <p>Administrative Assistant II is the full proficiency level of the series in which incumbents perform paraprofessional duties in multiple administrative functional areas that require adapting internal processes to meet the needs of the organizations.</p>
DCs	<p><u>Specific to Level</u></p> <p>At this level, the work requires assessment and evaluation to: determine which administrative policies and regulations apply to varying circumstances; determine how organization-specific characteristics affect the actions to be taken; and apply judgment in implementing decisions. The work has little variation from one fiscal year to the next. Decisions require knowledge and understanding of State and departmental procedures and the organization’s operational needs. Incumbents provide guidance on requirements and procedures for assigned administrative functions and, when established procedures are not sufficient to meet the</p>	<p><u>Specific to Level</u></p> <p>At this level, the work regularly requires coordination of a variety of processes, assessment and evaluation to modify processes to meet the needs of the organization, and judgement in implementing decisions. The work varies from one fiscal year to the next. Incumbents must have specific working knowledge of administrative procedures and organizational operations to interpret and apply guidelines; to advise others on options; and to take or effectively recommend action and correct errors in situations that require interpretation, coordination, or reconciliation of multiple guidelines.</p>

<p>needs of the organization, recommend solutions to higher level administrative or managerial staff.</p> <p>Incumbents in this job class perform a mix of duties that, taken individually, would be represented by the Accounting Technician I, Human Resource Technician I, Supply Technician II, and similar job classes.</p> <p><u><i>Comparison of level with other classes</i></u>          Administrative Assistant I is distinguished from Administrative Clerk III by the Administrative Assistant I's performance of paraprofessional work requiring knowledge of administrative methods and practices and authority to independently perform specified work requiring skill, care, and precision. Administrative Clerks III perform specialized complex clerical work to maintain, organize, and provide information and/or provide a wide variety of clerical services.</p> <p>Administrative Assistant I is distinguished from Administrative Assistant II by the Administrative Assistant I's performance of routine paraprofessional duties that are well defined, require attention to detail, and are completed in compliance with specific guidelines. Administrative Assistants II perform paraprofessional duties that require coordination of multiple processes and development of procedures when established guidelines are not conclusive.</p> <p>Positions whose work is primarily in a single administrative functional area shall be allocated to the job class specific to the area when such a job class exists.</p>	<p>Incumbents in this job class perform a mix of duties that, taken individually, would be represented by the Accounting Technician II, Human Resource Technician II, Procurement Specialist I, and similar job classes. Lead or supervisory duties may be assigned, but are not class controlling at this level.</p> <p><u><i>Comparison of level with other classes</i></u>          Administrative Assistant II is distinguished from Administrative Assistant I by the Administrative Assistant II's performance of paraprofessional duties which require coordination of multiple processes and development of procedures when established guidelines are not conclusive. Administrative Assistants I perform routine paraprofessional duties that are well defined, require attention to detail, and are completed in compliance with specific guidelines.</p> <p>Administrative Assistant II is distinguished from Administrative Officer I by the Administrative Assistant II's performance of paraprofessional duties, in an assistive role, which require coordination of multiple processes and development of procedures when established guidelines are not conclusive. Administrative Officers I perform work that requires analytical ability, judgment, discretion, and personal responsibility for the application of a substantial body of knowledge of the principles, concepts, and practices of administrative support.</p> <p>Positions whose work is primarily in a single administrative functional area shall be allocated to the job class specific to the area when such a job class exists.</p>
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<p>EODs</p>	<p><i>Functional Areas same for all levels in series, Duty Descriptions different for each level</i></p> <p><b>General</b> Perform and monitor administrative activities, ensuring compliance with administrative procedures, rules, regulations, and statutes.</p> <p>Review the efficiency of administrative procedures within the unit and recommend improvements.</p> <p>Become familiar with the methods, practices, and requirements of administrative functions outside the scope of assigned duties.</p> <p><b>Functional area: Accounting and Financial Management</b> Monitor expenditures and receipts; ensure expenditures are coded in compliance with funding source restrictions and tracking requirements. Recommend solutions for problems or unique situations to supervisor.</p> <p>Gather information for development of the annual budget; as directed, compile past expenditures of particular line items, make routine/standard formula projections, and draft reports.</p> <p>Calculate costs for various units of service and compare fee collections to costs associated with the service.</p> <p><b>Functional area: Procurement/Purchasing</b> Initiate informal bidding procedures; contact vendors to gather data on price and availability; decide best source of supply when terms, delivery date, and distribution are a factor; award bids within delegated purchasing authority following established guidelines.</p>	<p><i>Functional Areas same for all levels in series, Duty Descriptions different for each level</i></p> <p><b>General</b> Coordinate administrative activities and provide guidance on administrative procedures, rules, regulations, and statutes.</p> <p><b>Functional area: Accounting and Financial Management</b> Process encumbrances, expenditures, adjustments, billings, and other transaction documents to reconcile accounts; maintain records of transactions and current status of accounts. Process requests for payment for grants, contracts, or RSAs; review for compliance with contract provisions such as billing methods and availability of funds, and ensure that general administrative procedures have been followed.</p> <p>Prepare reports of accounting transactions, revenue comparisons, and cost comparisons for budget development and rate-setting purposes.</p> <p>Forecast funds needed for future program activity through analysis of historical data, personal service increases, etc.</p> <p>Proofread budget narrative submissions and verify accuracy of calculations; compare historical expenditures to budget requests and recommend adjustments as needed; and research and apply current budget instructions.</p> <p>Draft revised programs; detail the requested financial transaction and draft the written justification.</p>
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<p>Assist with grant administration functions, including coordinating the solicitation and evaluation of proposals; award negotiation and acceptance; and conducting post-award fiscal compliance monitoring and close-out.</p> <p><b>Functional area: Personnel Management</b>          Assist Hiring Managers in preparing recruitment requests by verifying accuracy of position information, scope and duration of recruitment; reviewing and making suggestions to improve selection criteria, interview questions, and rating devices; evaluating applicant education and experience to verify applicant meets minimum qualifications; and reviewing internal selection process to determine if all procedural requirements have been met.</p> <p>Calculate or audit timesheets, including a variety of standard premium pays such as overtime, sea duty, shift differentials, hazard, recall and standby; review and correct calculations and coding completed by other staff.</p> <p>Originate personnel action request forms for a variety of actions which require interpretation of bargaining unit contracts and personnel regulations. Ensure accuracy of requested changes such as position control number, class, step, or merit anniversary date.</p> <p>Provide basic information to new and current employees on a wide variety of personnel matters such as employer provided benefit programs, step placement, collective bargaining agreement provisions, leave usage, etc. Refer complex questions to appropriate professional staff.</p>	<p><b>Functional area: Procurement/Purchasing</b>          Receive procurement requests from end users and determine the appropriate method of meeting the need. Provide guidance by recommending procurement methods, and explaining procedures and regulations.</p> <p>Work with end users to develop specifications and other documentation for procurements requiring written solicitation. Research references for standard specifications; locate vendors; distribute solicitation and receive responses; determine if responses meet established criteria; ensure applicable preferences have been applied; provide awards within delegated authority; write and distribute Notices of Award.</p> <p>Initiate Requests for Alternate Procurement (RAP); assemble supporting facts and documentation; and complete requesting form and forward for approval.</p> <p>Assist in planning meetings by providing direction and guidance to staff regarding procurement strategies and options. Answer questions and advise staff on purchasing regulations and procedures.</p> <p>For grants of lesser complexity, perform the solicitation and technical evaluation of grant proposals, coordinate the approval of grantees' reporting and release of grant funds, and conduct grant closeout activities. Less complex grants include those that are non-competitive, ongoing, have clear eligibility criteria, present a limited need for technical assistance, and/or involve a straight fiscal year application with no overlapping, multi-source funds.</p>
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<p><b>Functional area: Facility Management</b>                  Serve as liaison with building managers, owners, and contractors to maintain and coordinate general maintenance, building environments, building security alarm and phone systems, codes and passes, etc.</p> <p><b>Functional area: Property Management</b>                  Conduct or coordinate annual property inventory; monitor and coordinate purchase, repair, and leasing of equipment.</p> <p><b>Functional area: Special Projects</b>                  Complete special projects requiring research and compilation of data and information on a variety of topics.</p> <p>Serve as a primary contact for travel and moving issues; resolve or recommend resolution to travel and moving problems and improprieties; provide training on travel matters to employees.</p> <p>Provide application software assistance and assist users in recovering from operator errors (such as unintentional deletions, accidental format changes, or incorrectly saved files).</p>	<p><b>Functional area: Personnel Management</b>                  Serve as liaison for Family and Medical Leave Act (FMLA) and Alaska Family Leave Act (AFLA) entitlements. Notify employees and supervisors of entitlements and obligations; track FMLA and AFLA use and notify employees when entitlement is expiring; and answer questions about FMLA and AFLA.</p> <p>Develop and recommend alternative recruitment strategies for difficult to fill positions: identify local, state and regional media availability; identify appropriate professional or other organizations and publications; estimate advertising cost; and recommend course of action.</p> <p>Serve as a liaison between supervisors and human resource staff; coordinate the resolution of problems and disputes (such as pay discrepancies, interpretation of minimum qualifications, and application of underutilization procedures).</p> <p><b>Functional area: Facility Management</b>                  Review leases and make recommendations for amendments or terminations based on changes in funding, reorganizations, staffing levels, etc.</p> <p>Assist management with space planning by gathering information on space standards, requirements and justification; ensure compliance with ADA and other regulations; and coordinate contracts for space design and electrical wiring, office moves, office renovations, etc.</p> <p><b>Functional area: Special Projects</b>                  Gather, evaluate, and assemble information into special reports that</p>
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		<p>include summary tables, graphs, charts, and explanatory texts.</p> <p>Determine appropriate layout and design, and compile publications, newsletters, or informational pamphlets. Work with authors to prepare charts or graphics to ensure optimum quality of final reproduction. Coordinate printing and distribution.</p> <p>Install new versions of "off-the-shelf" software. Develop macro functions and spreadsheet/database templates.</p>
<p>KSAs</p>	<p><u>Specific to Level</u></p> <p>Some knowledge of administrative functions necessary to support the operations of a business, such as personnel, purchasing and inventory, accounts payable/receivable, and financial monitoring.</p> <p>Skill in the use of computers for maintaining financial data, maintaining customer information, word processing, or similar office activities.</p> <p>Ability to organize workloads and set priorities.</p> <p>Ability to comprehend written material and interpret and apply rules and instructions.</p> <p>Ability to determine the need for revision to procedures and instructions, and draft changes.</p> <p>Ability to assess situations accurately and take prompt, effective action.</p>	<p><u>Specific to Level</u></p> <p>Working knowledge of administrative processes necessary to support the operations of a business, such as personnel, purchasing and inventory, accounts payable/receivable, and financial monitoring.</p> <p>Skill in the use of computers for maintaining financial data, maintaining customer information, word processing, or similar office activities.</p> <p>Skill in organizing workloads, setting priorities, and coordinating concurrent timelines/schedules.</p> <p>Skill in interpreting and applying a variety of rules and instructions.</p> <p>Ability to determine the need for revision to procedures and instructions, and draft changes.</p> <p>Ability to assess situations accurately and take prompt, effective action.</p>

	<p>Ability to establish and maintain cooperative working relationships with others.</p> <p>Ability to communicate effectively, both orally and in writing.</p>	<p>Ability to establish and maintain cooperative working relationships with others.</p> <p>Ability to communicate effectively, both orally and in writing.</p>
MQs	<p><u><i>Specific to Level</i></u></p> <p>One year of advanced level experience performing specialized complex clerical work and/or a wide variety of administrative clerical services requiring independence, judgment and initiative in determining office needs, in prioritizing and organizing work, and in determining the appropriate action to be taken. This experience includes work such as Administrative Clerk III, Accounting Clerk II, Human Resource Assistant, and similar classes with the State of Alaska, or the equivalent with another employer.</p> <p>Substitution: Education from an accredited college or vocational school may substitute for the required experience. (3 semester or 4 quarter hours of post-secondary education are equal to one month of experience; 150 hours of vocational education are equal to one month of experience.)</p>	<p><u><i>Specific to Level</i></u></p> <p>One year of experience performing paraprofessional level duties in one or more administrative functional areas. This experience includes work such as Administrative Assistant I, Accounting Technician I, Human Resource Technician I, Supply Technician II, and similar classes with the State of Alaska, or the equivalent with another employer.</p> <p>Substitution: An associate's degree from an accredited college will substitute for the required experience.</p>
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MQQs	<p><u><i>Specific to Level</i></u></p>	<p><u><i>Specific to Level</i></u></p>