Title	Administrative Technician I	Administrative Technician II
Def	*Specific to Level* Administrative Technicians I assist a higher level administrative position by performing a variety of technical level duties in multiple administrative functional areas within a specified scope.	*Specific to Level* Administrative Technicians II assist a higher level administrative position by performing and coordinating a broad variety of technical level duties which require multiple processes, in multiple administrative functional areas.
DCs	*Same for all levels in Series* Administrative Technicians exist principally to perform technical level work in multiple administrative functional areas in support of a subdivision of an agency. The work is assistive in nature, and focuses on extending the capabilities of a higher level administrative position. Administrative Technicians 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; identify problems in administrative workflow and develop solutions; and evaluate and recommend alternative administrative processes. Administrative functional areas typical to this series include, but are not limited to, Accounting and Financial Management, Procurement/Purchasing, Personnel Management, Facility Management, Property Management, and Records Management. Levels within the series are distinguished by the variety and preponderant level of regular, recurring technical work. *Specific to Level* Administrative Technician I is the entry level of the series in which	*Same for all levels in Series* Administrative Technicians exist principally to perform technical level work in multiple administrative functional areas in support of a subdivision of an agency. The work is assistive in nature, and focuses on extending the capabilities of a higher level administrative position. Administrative Technicians 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; identify problems in administrative workflow and develop solutions; and evaluate and recommend alternative administrative processes. Administrative functional areas typical to this series include, but are not limited to, Accounting and Financial Management, Procurement/Purchasing, Personnel Management, Facility Management, Property Management, and Records Management. Levels within the series are distinguished by the variety and preponderant level of regular, recurring technical work. *Specific to Level* Administrative Technician II is the second level of the series in

	incumbents perform a variety of technical level duties in multiple administrative functional areas. The work requires practical knowledge of the terminology, procedures, methods, and practices of the assigned administrative functional areas and the program(s) supported. Employees independently perform duties within a specified scope that are controlled by policy, procedure, regulation, and other guidelines. The work regularly requires assessment and evaluation to determine which administrative policies and regulations apply in varying circumstances, how organization-specific characteristics affect the actions to be taken, and judgement in implementing decisions. Incumbents in this job class perform a mixture of duties that, taken individually, would be represented by the Accounting Technician I, Human Resource Technician I, Supply Technician II, and similar job classes. Supervision of other employees, if present, is typically limited to clerical staff working in administrative functions. *Comparison of level with other classes* Administrative Technician I is distinguished from Administrative Clerk III by the Administrative Technician I's regular, recurring technical duties in multiple administrative functional areas. Administrative Clerks III perform specialized complex clerical work and/or a wide variety of 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. Administrative Technician I is distinguished from Administrative Technician II by the Administrative Technician I's responsibility for technical work in multiple administrative functions within a specified scope. Administrative Technicians II perform technical	which incumbents perform a variety of technical level duties in multiple administrative functional areas. The work requires extensive practical knowledge of the terminology, procedures, methods, and practices of administrative support and the characteristics of the program(s) supported. Employees independently perform duties that are controlled by policy, procedure, regulation, and other guidelines. 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. Positions in this job class perform a mixture of duties that, taken individually, would be represented by the Accounting Technician II, Human Resource Technician II, Procurement Specialist I, and similar job classes. Supervision of other employees, if present, is typically limited to clerical and/or paraprofessional staff working in administrative functions. *Comparison of level with other classes* Administrative Technician II is distinguished from Administrative Technician I by the Administrative Technician II's responsibility for technical duties of greater complexity and broader variety. Administrative Technicians I perform technical work in multiple administrative functions within a specified scope. Administrative Technician II is distinguished from Administrative Associate I by the Administrative Technician II's responsibility for a broad variety of technical duties in support of a higher level administrative position. Administrative Associates I perform and coordinate professional level administrative work for an organization of lesser complexity whose administrative support requires administrative support staff predominantly performing

	duties of greater complexity and a broader variety. Positions whose primary duty and preponderance of technical work is in a single administrative functional area, whose technical work in other administrative functional areas is a marginal duty, or whose recruitment and selection requires the qualifications of a specific functional area shall be allocated to the job class specific to the appropriate functional area. Positions whose primary duty and preponderance of work is clerical, or whose technical assignments are made temporarily in unusual situations, to evaluate an employee's abilities, or to provide training for potential advancement shall be allocated to the appropriate clerical job class.	technical work. Positions whose primary duty and preponderance of technical work is in a single administrative functional area, whose technical work in other administrative functional areas is a marginal duty, or whose recruitment and selection requires the qualifications of a specific functional area shall be allocated to the job class specific to the appropriate functional area.