



# THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

## **ADMINISTRATIVE SPECIALIST III**

Office: Multiple  
Status: Exempt – Confidential  
Grade: 39C

### **ORGANIZATIONAL RELATIONSHIPS**

Reports to: Supervisor  
Supervises: Staff as assigned

### **DEFINITION**

The Administrative Specialist III Confidential (ASIIIC) provides a broad range of administrative, technical and managerial assistance in accomplishing the duties and responsibilities of the member of the Executive Staff and/or department and assumes primary responsibilities for the direction of projects. The ASIIIC assists in the formulation, determination, and effectuation of management policies in the administration and effectuation of employee and labor relations, and is responsible for maintaining confidentiality concerning such matters.

### **MAJOR DUTIES & RESPONSIBILITIES**

1. The ASIIIC assumes responsibility in the management and operation of budgetary and administrative procedures and coordination and maintenance of the office, department, or unit workflow requirements.
2. The ASIIIC assists with developing the budget, monitors and analyzes the operation budget for the Office assigned and prepares statistical reports and analysis as required.
3. The ASIIIC materially assists Executive Staff in development and administration of labor relation's policy, consistent with general personnel policy of the State Bar.
4. The ASIIIC prepares evaluations of policies problems and procedures unique to the office, department or unit for which the position is assigned and makes recommendations for alternative action.
5. The ASIIIC assumes operational responsibility for procedures, programs, projects and/or activities.
6. The ASIIIC performs major research, analyzes data and information reports, findings and makes appropriate recommendations for resolutions of administrative problems, and assists and advises the Executive Staff member.
7. The ASIIIC studies and reviews the activities of intra-department programs, projects, administrative procedures and/or programs, makes recommendations and assists with coordinating implementation of changes and prepares relevant reports as necessary.

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8. The ASIIC is responsible for drafting documents as required by the Executive Staff.
9. The ASIIC assists with coordinating the implementation of new programs and administrative procedures and may be responsible for their operations; and cooperates with other departments in coordination of joint special projects, programs and/or administrative procedures.
10. The ASIIC provides planning, logistics support for programs, including technical support for word processing and computer applications in the assigned area.
11. The ASIIC coordinates Board and other committees, including meeting planning, volunteer management and agenda administration. In addition, the ASIIC may attend Board meetings, take minutes and handles organizational and administrative tasks at meetings and prepares action summaries.
12. The ASIIC may effectively recommends to management the selection, direction, evaluation, discipline, and termination of staff.
13. The ASIIC assists in the formulation, determination, and effectuation of management policies in the administration and effectuation of employee and labor relations, and is responsible for maintaining confidentiality concerning such matters.
14. The ASIIC may perform a number of other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.

**KNOWLEDGE & SKILLS**

1. Principles of project management and budget preparation.
2. Problem identification, analysis and evaluation, problem solving and conflict resolution.
3. Computer information systems, including personal computer applications, spreadsheet programs, and word processing.
4. Principles of workflow and production management and techniques.
5. Principles of effective communication.
6. Principles of volunteer management.

**ESSENTIAL ELEMENTS / ABILITY TO**

1. Make fine visual distinctions upon proofreading written document and viewing information on a computer screen.
2. Obtain and present material in oral and/or written form.
3. Review and analyze complex written documents.
4. Communicate clearly and effectively in person and in writing.
5. Travel by air and automobile.
6. Perform complex legal, statistical and/or other technical research unique to the department to which the position is assigned.
7. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.

**MINIMUM QUALIFICATIONS**

1. Bachelor's Degree, or equivalent work experience.

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2. Minimum four (4) years project management experience supporting management.
3. Successful completion of State Bar validated standard tests for the position.
4. Accomplished computer keyboarding skills.

*Revised August 8, 2016*