



ADMINISTRATIVE ASSISTANT I

Office: Multiple
Status: Non-Exempt – General Unit
Grade: 5

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor
Supervises: None

DEFINITION

Under general direction, the Administrative Assistant I (AAI) assists professional, supervisory or executive staff member(s) in accomplishing the duties and responsibilities of the department, unit or individual staff member, to which the position is assigned, by completing administrative responsibilities and may assume a leadership role of subordinate staff.

MAJOR DUTIES & RESPONSIBILITIES

1. The AAI may assist in conducting special studies and investigations, perform preliminary research, collect and analyzes information and data, coordinate and manage the preparation of resultant memoranda, reports or other documents for review, amendment and/or approval by responsible authority.
2. The AAI may assume responsibility for the coordination and operation of administrative procedures and/or programs within the department or unit to which the position is assigned.
3. The AAI may assist in the planning and logistical functions of a program or activity, maintaining supplies and materials, scheduling transportation, and arranging for the use of facilities.
4. The AAI may provide customer support by responding to inquiries, providing updates and requested information regarding the program or service, including review and response to written correspondence.
5. The AAI may maintain and organize calendars of events and/or meetings, coordinate conference calls, distribute and track work assignments, as directed, and make travel arrangements.
6. The AAI may provide accounting and statistical support, including processing expense reports, check requests and review and preparation for invoice payments.
7. The AAI may evaluate administrative problems and procedures and may recommend solutions and/or alternative methods of procedures to the appropriate responsible authority.
8. The AA I may provide administrative assistance to a State Bar Committee.
9. The AAI may assume responsibility in the preparation of Board of Governors agenda items, memoranda, reports or other documents as required.

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10. The AAI may perform other similar or related duties which may not be specifically included within this position description, but which are consistent within the general level of the job and the responsibilities described.

KNOWLEDGE & SKILLS

1. Business math for completing non-technical calculations such as addition, subtraction, multiplication and division.
2. Computerized information and data base record keeping systems.
3. Research techniques and procedures.
4. The basic rules of vocabulary, grammar, spelling and punctuation as specified in Webster's New Collegiate Dictionary.
5. Coordination and operation of programs.
6. Office procedures, budget preparation and maintenance techniques.
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8. Within the introductory period, obtain a working knowledge of the State Bar offices and their functions and a general knowledge of other agencies and their interface with the State Bar.
9. Computer information systems, including personal computer applications, spreadsheet programs and work processing.

ESSENTIAL ELEMENTS / ABILITY TO

1. Receive and relay detailed information through verbal and written communication.
2. Possess visual capability and digital dexterity to operate a computer and other normal office equipment and machines.
3. Travel by air and automobile as required.
4. Review and analyze complex written documents and computer data and effectively communicate the results.
5. Access input and retrieve information using a computer terminal and other office machines.
6. Communicate clearly and effectively in person and in writing.
7. Make fine visual distinctions upon proofreading written documents and viewing information on a computer screen.
8. Endure periods of sitting.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent and
2. Minimum two (2) years post-secondary education and
3. Minimum one (1) year directly relevant experience or
4. Minimum three (3) years directly relevant experience including equivalent work experience in a position which requires performance of tasks similar to the major duties and responsibilities of the position and
5. Accomplished computer keyboarding skills and
6. Successful completion of the State Bar validated standard tests for the position.

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