



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

SENIOR ADMINISTRATIVE ASSISTANT

Office: Multiple
Status: Exempt – General Unit
Grade: 8

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor
Supervises: Staff as assigned

DEFINITION

Under the general direction the Senior Administrative Assistant (SAA) provides a broad range of administrative, technical and managerial assistance in accomplishing the duties and responsibilities of the Office, department, unit or individual staff member to which the position is assigned. In addition the SAA may assume managerial and supervisory responsibilities.

MAJOR DUTIES & RESPONSIBILITIES

1. The SAA may assume primary responsibility in the management and operation of budgetary, administrative procedures and coordination and maintenance of the Office, department, or unit work flow requirements.
2. The SAA may prepare, recommend and manage the departmental budget including but not limited to monthly and yearly financial analysis of cost center(s), payment of invoices, monitoring expenditure and for revenue accounts.
3. The SAA assumes operational responsibility for procedures, programs and/or activities unique to the Office department, unit or individual to which the position is assigned.
4. The SAA may prepare evaluations of policies, problems and procedures unique to the Office, department, unit or individual to which the position is assigned and/or reports with accompanying recommendations and/or alternatives for action.
5. The SAA may develop and evaluate work standards and statistics relating to the work production, duties and responsibilities of personnel in the department to which assigned.
6. The SAA may develop departmental training programs for subordinate staff.
7. The SAA may complete major research, analyzes of data and information, reports findings and makes appropriate recommendations for solution of administrative problems.
8. The SAA may be responsible for establishing and maintaining relationships with outside entities and individuals regarding the operation and/or special projects for the Office, department, unit or individual to which the position is assigned.
9. The SAA may conduct special studies and investigations affecting the operations, administrative procedures and programs of the department to which assigned and/or intra and inter-departmental operations, programs and procedures, prepares reports,

makes recommendations for appropriate changes and maintains amenable working relationships.

10. The SAA may coordinate the implementation of new programs and administrative procedures and may be responsible for their operation. In addition the SAA cooperates with other departments in coordination of joint special projects, programs and/or administrative procedures.
11. The SAA may act as a Board Committee coordinator, consulting with Board Committee Chair and Executive Staff member regarding agendas, planning logistics, programs and projects. In addition, the SAA may attend Board meeting, take minutes and handle organizational and administrative tasks at meetings and prepare action summaries.
12. The SAA, in conjunction with an Executive Staff member, may direct, review and evaluate the work of subordinate staff. In addition the SAA may make recommendations to an Executive Staff member concerning hiring, disciplining and terminating support staff.
13. The SAA may perform 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. Personnel selection and supervisory principles, practices and procedures if oversight of employees is required.
2. Office and business management techniques.
3. Principles and techniques of budget preparation and management.
4. Methods of analyzing and synthesizing the specific policies, programs, projects and procedures to which the position is assigned, as well as how they interact with the general policies, programs, projects and procedures of the State Bar.
5. Problem identification, analysis and evaluation.
6. Computer information systems, including personal computer applications, spreadsheets programs, word processing, graphics, network systems and system security as required by the position.
7. Work flow and production management principles and techniques.
8. Centralized information and data based record keeping systems.
9. Office procedure, budget preparations and maintenance techniques.
10. The basic rules of vocabulary, grammar, spelling and punctuations as specified in Webster's New Collegiate Dictionary.
11. Within the introductory period obtain a working knowledge of the State Bar and the function of the Office to which assigned.

ESSENTIAL ELEMENTS / ABILITY TO

1. Possess the visual capability and digital dexterity to operate a computer and other standard office equipment.
2. Make fine visual distinction upon proofreading written documents and viewing information on a computer screen.
3. Communicate clearly and effectively in person and in writing.
4. Travel by air and automobile.
5. Communicate by telephone.
6. Obtain and present material in oral and/or written forms.
7. Assemble data and prepare required reports.
8. Digital dexterity to assemble retrieve and replace files.

MINIMUM QUALIFICATIONS

1. Bachelor degree in Business Administration, or equivalent work experience in a field that develops the skills required for the functions and responsibilities of the position, and
2. Minimum two (2) years experience in an administrative position that required assistance to executive or staff personnel and
3. Minimum two (2) years supervisory experience, which may be included in #2 above.
4. Accomplished computer keyboarding skills.

Revised September 2012