



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 ASSISTANT II

Office: Multiple
Status: Non-Exempt - Confidential
Grade: 36C

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor
Supervises: Staff as required

DEFINITION

The Administrative Assistant II Confidential (AAIC) assists professional and/or executive staff member(s) in accomplishing the duties and responsibilities of the department or unit by overseeing the routine operations of the Office and/or Program(s). In addition the AAIC coordinates special projects, performs research, analysis, evaluation, and report preparation. The AAIC assists in the formulation, determination and effectuation of management policies in the administration of employee and labor relations, and is responsible for maintaining confidentiality concerning such matters.

MAJOR DUTIES & RESPONSIBILITIES

1. The AAIC may assist executive staff member in training and directing the work of subordinate support staff.
2. The AAIC may assume primary responsibility for the coordination and operation of administrative procedures and/or programs within the Office or unit to which the AAIC is assigned and may assist in directing, supervising, evaluating, and scheduling the workflow.
3. The AAIC may evaluate administrative problems and procedures and recommend solutions and/or prepare reports with alternative methods for procedures to the responsible authority. In addition, the AAIC may participate in meetings and planning sessions to facilitate inter-office and intra-office communication, cooperation, and information.
4. The AAIC may provide technical support and training in office technology in such areas as telephones, voicemail, email, computer programs, databases, and file maintenance operations to other personnel.
5. The AAIC may conduct special studies and investigations, perform preliminary research, collect information and data, analyze, and/or assist in analysis of collected data and information, and coordinate and manage the preparation of resultant

ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL

Generic

MAJOR DUTIES & RESPONSIBILITIES *(Continued)*

- memoranda, reports or other documents for review, amendment, and/or approval by responsible authority.
6. The AAIC may assume primary responsibility for conducting and/or overseeing special projects, as necessary.
 7. The AAIC may oversee the flow of information regarding the department to the general public or internal constituents and act as a resource to the staff for non-routine or sensitive inquires and/or requests.
 8. The AAIC may assume primary responsibility in the preparation of Board of Trustees and The AAIC may be responsible for the department finance and accounting systems, preparation of budgets, and statistical analyses, ordering supplies and related activities.
 9. Board Committee agenda items, memorandum, reports, or other documents.
 10. The AAIC assists in the formulation, determination and effectuation of management policies in the administration of employee and labor relations, and is responsible for maintaining confidentiality concerning such matters.
 11. The AAIC 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. Principles and techniques of budget preparation and maintenance.
2. Computer information systems, including personal computer application, spreadsheet programs, and word processing programs.
3. Problem identification, analysis, and evaluation.
4. Research techniques and procedures.
5. Coordination and operation of programs.
6. Centralized information and database recordkeeping systems.
7. Principles of composing correspondence and preparation of minutes, agendas and special reports.
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. Principles of project supervision and leadership.
10. The basic rules of vocabulary, grammar, spelling, and punctuation as specified in Webster's New Collegiate Dictionary.
11. Business math for completing non-technical calculations such as addition, subtraction, multiplication, and division.

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.

ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL

Generic

ESSENTIAL ELEMENTS / ABILITY TO *(Continued)*

6. Obtain and present material in oral and/or written form.
7. Endure long periods of sitting.
8. Travel by air and automobile as required.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent and
2. Minimum two (2) years post-secondary education and
3. Minimum two (2) years relevant experience.
4. Successful completion of the State Bar validated Standard tests for the position.
5. Accomplished computer keyboarding skills.

Revised November 2012