



# 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 – General Unit  
Grade: 6

### ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor  
Supervises: Staff as Assigned

### DEFINITION

Under general direction, the Administrative Assistant II (AAll) 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 AAll coordinates special projects, performs research, analysis, evaluation and report preparation.

### MAJOR DUTIES & RESPONSIBILITIES

1. The AAll may assist executive staff member in training and directing the work of subordinate support staff.
2. The AAll may assume primary responsibility for the coordination and operation of administrative procedures and/or programs within the Office or unit to which the position is assigned and may assist in directing, supervising, evaluating and scheduling the work flow.
3. The AAll may evaluate administrative problems and procedures and recommend solutions and/or prepare reports with alternative methods of procedures to the responsible authority. In addition, the AAll may participate in meetings and planning sessions to facilitate inter-office and intra-office communication, cooperation and information.
4. The AAll may provide technical support and training in office technology in such areas as telephones, voice mail, e-mail, computer programs and databases and file maintenance operations to other personnel.
5. The AAll 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 memoranda, reports or other documents for review, amendment and/or approval by responsible authority.
6. The AAll may assume primary responsibility for conducting and/or overseeing special projects, as necessary.
7. The AAll may oversee the flow of information regarding the department to the general public or internal constituents and acts as a resource to the staff for non-routine or sensitive inquires and/or requests.
8. The AAll may assume primary responsibility in the preparation of Board of Governors and Board Committee agenda items, memorandum, reports of other documents.

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9. The AAll may be responsible for the department finance and accounting systems, preparation of budgets and statistical analyses.
10. The AAll 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 data based record keeping 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 punctuations 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.
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 directly relevant experience or
4. Minimum four (4) 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.