

## SENIOR ADMINISTRATIVE ASSISTANT

### DEFINITION

Under direction, performs advanced secretarial and administrative work of substantial difficulty and complexity for a Director (Department/Agency Head), relieving the Director of routine office, technical, and administrative detail; performs office support work requiring independence, initiative, and discretion; interprets policy and administrative regulations; may supervise the work of clerical support staff and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

The Senior Administrative Assistant performs a variety of administrative tasks with minimum supervision that is directly impacted by the Director's focus and related sensitive/confidential nature of assignments. Incumbents are expected to apply a significant level of initiative and independent judgment to their work.

The classification of Senior Administrative Assistant differs from the Administrative Assistant in that the latter provides secretarial and administrative support for an Assistant or Deputy Director.

### SUPERVISION RECEIVED AND EXERCISED

The Senior Administrative Assistant receives general supervision from the Director; may exercise direct supervision over clerical staff.

### EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs advanced secretarial support duties for a Director within a department/agency; develops and recommends complex procedures applicable to areas of assignment.

Develops and implements systems for improving the efficiency and effectiveness of assigned operations.

Monitors deadlines and calendars as assigned and develops/maintains control and tracking systems.

Arranges and coordinates meetings, seminars or classes; arranges for travel transportation.

Receives and screens visitors and calls, using a high degree of judgment in their disposition; refers for reply to appropriate staff member, and follows up to ensure that deadlines are met.

Interprets and explains specialized and complex information regarding established rules, regulations, policies, procedures and technical office operations to managers, patients, clients, outside agencies, and others.

Senior Administrative Assistant  
Rev.- 03/12/06  
Rev.- 02/11/07  
Rev.- 07/01/07  
Rev.- 01/13/08  
Rev.- 07/13/08  
Rev.- 07/01/11  
Rev.-6/17/14

M.O. #6-3/21/06  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #11-7/5/11  
M.O.#22c-6/17/14

Composes correspondence (reports, letters, resolutions, and other documents) independently or in accordance with general instructions, requiring a thorough knowledge of the procedures and policies of the office; arranges correspondence for Director's personal reply in order of priority, with appropriate background material attached for reference.

Researches difficult and complex issues; obtains information from managers, staff, clients, and others.

Gathers, analyzes, and maintains specialized and complex information related to office administrative operations, including administration of the budget.

Reviews outgoing correspondence prepared by other staff members for Director's signature, checking for consistency with administrative policy as well as for format, grammatical construction, and clerical error.

Develops and maintains specialized filing systems, including coding and indexing various records and/or legal documents.

May serve as staff liaison to Board of Supervisors, advisory boards, outside agencies, committees, commissions, etc.; prepares agenda items for the Board related to assigned department.

May plan, prioritize, assign, supervise, and review the work of staff involved in clerical support of assigned department or division.

Performs related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

Highly advanced secretarial and other office practices and procedures.

Pertinent federal, state, and county laws and regulations.

Advanced principles and practices of prioritizing, planning, and organizing work.

Advanced clerical methods of researching, gathering, organizing, and reporting data.

Modern office practices and technology, including the use of computers for data and word processing.

Principles of supervision, training, and performance evaluation.

Basic budgeting procedures and techniques.

Principles and procedures of filing and record keeping.

Business letter writing and report preparation.

English usage, spelling, grammar, and punctuation.

Basic mathematical principles.

Ability to:

Provide a full range of secretarial duties to support Directors.

Learn, understand and interpret pertinent federal, state and local laws, codes, and regulations.

Learn the operation, policies and procedures of the department.

Supervise, train and evaluate the work of staff.

Plan, organize and schedule office work flow.

Assist with budget preparation and administration.

Evaluate and establish priorities.

Communicate clearly and concisely, both orally and in writing.

Proficiently perform required tasks using word processing and related software in use in the department to which assigned.

Establish and maintain effective working relationships with others, even in difficult situations.

Maintain records and prepare required reports.

Maintain confidentiality and/or otherwise sensitive information as required.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two (2) year of secretarial experience comparable to the Administrative Assistant in Glenn County;

**OR**

Six (6) years of increasingly responsible clerical, secretarial, and/or office technical experience including duties related to departmental administrative operations.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training or business course work from an accredited college, university or recognized technical training institution.

WORKING CONDITIONS:

Mobility - Frequent operation of a data entry device, repetitive motion, sitting for long periods, walking; occasional standing, pushing, pulling, bending, squatting, and climbing.

Lifting - Frequently 5 pounds or less; occasionally 5 to 30 pounds.

Visual - Constant good overall vision and reading/close-up work; frequent color perception and use of eye/hand coordination; occasional use of depth perception and peripheral vision.

Hearing/Talking - Frequent hearing of normal speech, hearing/talking on the telephone, and talking in person.

Emotional/Psychological - Frequent decision making, concentration, and public contact.

Special Requirements - Some assignments may require working weekends, nights, and/or occasional overtime.

Environmental - Occasional exposure to varied weather conditions.

Classification Code:	7342000
Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	373