

Classification Specification  
**ADMINISTRATIVE ASSISTANT**

Date Prepared: August 2005

FLSA Status: Non-Exempt

Date Revised: October 2016  
Apr 2014, Aug 2007

**SERIES CONCEPT**

This classification provides administrative support to the Executive Director and Executive Management Team. It is the highest-level classification of the Office Specialist series, which includes Office Specialist I, II, III, and IV.

**GENERAL DESCRIPTION**

Responsibilities include providing a variety of administrative, secretarial, clerical, website, communications, and graphic arts functions to support agency projects and activities and performing administrative tasks related to human resource functions.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions, and serves as a backup for other administrative positions.

**ESSENTIAL JOB FUNCTIONS**

- May perform any of the tasks normally assigned to an Office Specialist as well as those specified in this classification.
- Provides administrative and clerical support to the Executive Director and Executive Management Team; maintains the Executive Director's appointment calendar; coordinates and schedules meetings for Executive Director, Council Chair, and Executive Management Team.
- Screens Executive Director telephone calls and provides assistance when needed.
- Coordinates agency travel arrangements and maintains files.
- Maintains documents that outline office policy and procedure.
- Assists with administrative tasks for staff evaluation, personnel recruitment, and salary survey. Maintains confidentiality.
- Oversees front office activities, as assigned.
- Works with Executive Management Team to develop work flow procedures and performance standards, and ensure effective administrative support functions.
- Responsible for difficult, complex, and routine clerical and/or administrative support duties.
- In a team setting, works with administrative support staff to share workload, provide clerical support, phone and customer service back-up and office reception as needed to support work of the agency.
- Types and formats forms, flyers, memoranda, and correspondence. Designs flyers, reports, and presentations.
- Provides technical information and assistance to the public by phone and in person.
- Assists in training Office Specialist classifications to perform daily work.
- Assists with management of document retention and archiving. Establishes both digital and paper filing systems as well as procedures for the storage and retention of all agency documentation. Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation, as assigned.

- Provides general administration support and coordinates the preparation and distribution of agenda packets for Thurston Regional Planning Council, Transportation Policy Board, and associated subcommittees
- Posts agenda packages on agency website.
- Prepares and submits legal notices for advertising in local papers.
- Assists with coordinating and processing bulk mailings for public events and outreach surveys.
- Prepares the minutes of the Council and other official agency meetings as assigned.
- Schedules meetings for staff as requested; coordinates meeting date, time, location, facilities, and equipment arrangements.
- Helps with setup of equipment and room for meetings.
- Provides support to agency special events, large special projects, and public meetings.
- May serve as backup for routine accounting functions, as assigned.

### **OTHER JOB FUNCTIONS**

Performs other related duties as assigned.

### **DISTINGUISHING FEATURES**

The Administrative Assistant classification is distinguished by the complexity of tasks assigned and independent judgment required to provide assistance to the Executive Director and Executive Management Team.

It requires a high level of discretion and independent judgment, ability to communicate clearly and diplomatically with elected officials and board and commission members, and an increased knowledge of the substance and process of projects.

### **WORKING CONDITIONS**

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

### **EDUCATION & EXPERIENCE**

Ability to type at a minimum of 65 wpm and knowledge of Microsoft Office Software for word processing, databases, and spreadsheets is required.

#### **EXPERIENCE – MINIMUM:**

Four years of secretarial experience using Microsoft Office software and performing technical document preparation including one year of experience in a position equivalent to an Office Specialist.

#### **EDUCATION – MINIMUM:**

High School Diploma or equivalent.

#### **PREFERRED:**

Additional college-level coursework preferred.

#### **OR SUBSTITUTING**

Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- General office practices, procedures, and systems.
- Correct punctuation, spelling, grammar and word usage.
- Microsoft Office and Adobe software for document, spreadsheet, and presentation preparation.
- Adobe Design Premium programs for graphic design, document production, .pdf manipulation and web design and content management.

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Set priorities and meet strict deadlines.
- Maintain attention to numerous individuals or detailed information for prolonged periods of time.
- Maintain confidentiality and exercise discretion.
- Communicate effectively, orally, and in writing.
- Produce quality products while at the same time managing multiple projects with varying deadlines.
- Understand and execute oral and written instructions.
- Type with speed and accuracy.
- Oversee the work of other clerical staff members.
- Provide excellent customer service to both interior and exterior customers.
- Develop and manage administrative projects and to anticipate and respond to administrative and operational problems.

## **SPECIAL REQUIREMENTS**

May be required to staff events or booths, which may include weekends or evenings.

## **LICENSES/CERTIFICATES**

A current Washington State Driver's License may be required.