



SARASOTA COUNTY GOVERNMENT

CLASS SPECIFICATION

CLASS TITLE: ADMINISTRATIVE ASSISTANT I

CLASS CODE: 31372

EEO Code: 02

FLSA: Non-Exempt

W/C Code: 8810

Pay Grade: 7

MAJOR FUNCTION(S)

This is entry-level professional administrative staff work assisting department, division or section management in providing analysis and research on a variety of administrative matters. Work involves assignments, which are broad as to objective and content. Assignments require independent decision-making and problem solving. Professional level work is defined as that which requires (1) original and creative endeavor, (2) advanced learning by lengthy specialized instruction (usually culminating in a Bachelor's Degree) as distinguished from apprenticeships, associate degrees, or short term training certificates; and (3) independent judgment.

TYPE OF DUTIES

- Independently reviews and researches correspondence involving a complicated subject matter and formulates finalized reply.
- Reviews records and reports, which require action and recommends solutions or courses of action.
- Performs special assignments, research and report preparation.
- Develops control procedures and proposes departmental policy regarding fiscal, personnel, purchasing, statistical, reporting and other major administrative functions.
- Assists in conducting daily departmental management activities and/or directs special projects or activities.
- Provides input and recommendations for annual budget preparation.
- Researches ordinances, statutes and administrative rulings to develop position papers or responses to outside inquiries.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of administrative principles and practices.
- Knowledge of office practices and principles.
- Knowledge of the methods of data collection.
- Knowledge of the principles and techniques of effective oral and written communication.
- Ability to collect, evaluate, analyze and process data relating to administrative functions such as accounting, personnel, purchasing or report writing.
- Ability to prepare correspondence and administrative reports.
- Ability to understand and apply applicable rules, regulations, policies and procedures.
- Ability to utilize problem-solving techniques.
- Ability to work independently.

Class Title: Administrative Assistant I

Class Code: 31372

KNOWLEDGE, SKILLS AND ABILITIES (Continued)

- Ability to plan, organize and coordinate work assignments.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective work relationships with others.

MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university with major course work in Liberal Arts, one of the Social Sciences, Public or Business Administration, Accounting, Finance, Economics or a related field.

Progressively responsible professional experience in public or business management can substitute on a year-for-year basis for the required education.

APPROVED BY:

DATE

John Wesley White, County Administrator

1/20/91