

## STATE CLASSIFICATION JOB DESCRIPTION

---

Salary Group A09

Class No. 0150

### ADMINISTRATIVE ASSISTANT I

#### GENERAL DESCRIPTION

Performs entry-level administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

#### EXAMPLES OF WORK PERFORMED

Tracks and disseminates information concerning appellate court decisions and legal documents.

Maintains accurate legal and administrative records and files.

Files legal documents using online portal.

Prepares, edits, and distributes correspondence, reports, forms, and documents in Microsoft Word, Word Perfect, Microsoft Excel, and Power Point.

Updates agency webpage.

Assists in compiling data for charts, graphs, databases, summaries, and reports; creates charts, graphs, databases, summaries, and reports.

Assists with general office duties such as ordering, unpacking, and organizing supplies, basic bookkeeping, and general human resources work.

Answers phone calls and emails, providing general information or routing to appropriate staff, takes messages, greets and directs visitors to the appropriate staff, and assists in arranging meetings.

Sorts, files, and disseminates mail; tracks correspondence for mandatory record retention.

May assist in the development of administrative or technical assistance policies and procedures.

Performs related work as assigned.

#### GENERAL QUALIFICATION GUIDELINES

##### **Experience and Education**

At least six months of experience in clerical or administrative support work.

At least two years of college or equivalent is required.

##### **Knowledge, Skills, and Abilities**

Knowledge of office practices and administrative procedures; ability to be an effective team member and willingness to help others.

Good organizational abilities; prioritizing work and meeting deadlines.

Skill in the use of standard office equipment, like printer, fax, copy, scanning, and binding machines.

Knowledge of Microsoft Word, Word Perfect, Microsoft Excel, and Power Point.

Ability to communicate effectively verbally and in writing, proper use of punctuation, sentence structure, grammar, and spelling.

**Employment Conditions**

Standing or sitting for long periods of time.

Lifting up to 20 pounds.

Attends work regularly, Monday through Friday from 8:00 a.m. to 5:00 p.m. with an hour lunch break that may depend on attorney schedules and needs.

NOTE: Military Occupation Specialty (MOS) codes generally applicable to this position: 0100, 0111, 3A, 3M, and 3A1X1.