

ADMINISTRATIVE ASSISTANT 3

09540

WASHINGTON STATE DEPARTMENT OF PERSONNEL

09540

Specification for Class of

ADMINISTRATIVE ASSISTANT 3

**Abolished Effective July 1, 2007**

Definition: Provides administrative staff support to a second level supervisor.

Distinguishing Characteristics: These positions may be distinguished from lower level positions by a reporting relationship to a supervisor at the second level of professional supervision, i.e., a supervisor of supervisors (or higher) and the delegation of full responsibility for one or more of the major activities under that supervisor. Only one Administrative Assistant 3 will be allocated to an individual second supervisor. Work is reviewed only for conformance with department goals and policies. The principal assistant to their superior.

Typical Work

Prepares correspondence for supervisor's signature; signs correspondence as administrative assistant;

Develops employee training programs;

Coordinates with other departmental staff members on administrative practices and procedures;

Develops fiscal plans and budgetary requirements;

Issues news releases; represents supervisor at meetings;

Conducts studies and research projects on departmental or agency problems and projects; prepares reports;

Supervises clerical, administrative, or office personnel;

Performs other work as required.

Knowledge and Abilities

Knowledge of: office procedures and practices; business management practices; research methods and data collection; communication and correspondence practices.

Ability to: supervise the work of others; develop written reports, prepare memoranda, letters, and other types of correspondence; provide assistance to other staff agencies.

Minimum Qualifications

One year of experience as an Administrative Assistant 2.

OR

Two years of experience as an Administrative Assistant 1.

OR

A Bachelor's degree in business administration, public administration or closely allied field and two years of administrative or supervisory experience.

Additional qualifying experience may be substituted for education on a year-for-year basis.

Graduate study may substitute for experience on a year-for-year basis.

New class: 9-1-68

General revision: 1-1-69

Revised minimum qualifications: 4-18-74

Revised definition, minimum qualifications, add distinguishing characteristics and title change: 3-27-75

Revised minimum qualifications: 8-18-75