

## **CLASS TITLE: ADMINISTRATIVE ASSISTANT II**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for administrative assistance work including divisional/departmental budget preparation and administration; personnel, fiscal, and operational records maintenance, and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Assists an executive by relieving him/her of administrative detail
- Communicates directives of executive to others
- Prepares and manages the divisional/departmental budget
- Manages division/department's payroll/personnel records, purchasing, and accounts payable/receivable functions
- Assists with budget decisions and monitors use of various funds
- Prepares and maintains various reports and files
- May train or supervise office personnel when necessary
- Maintains, tracks, audits various accounts
- Monitors complaint program in some positions
- Assists in developing, implementing, and enforcing policies and procedures
- Prepares division payroll, travel arrangements, and on-line purchase order requisitions (in some positions)
- Serves as secretary and authors routine correspondence for department executive (in some positions)
- Serves as department's PC LAN administrator (in some positions)
- Researches and resolves various problems, carrying out special projects as assigned
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and five (5) years of increasingly responsible office or administrative experience including one (1) year handling confidential and/or complex information; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position.

Knowledge, Abilities and Skills: Considerable knowledge of research methods and techniques, and methods of report presentation; considerable knowledge of business organization; good knowledge of personnel record management, accounting principles, and budget preparation and management; good knowledge of COT policies and procedures; and good knowledge of accounting principles and budget preparation. Ability to collect, organize, and present complex technical data; ability to analyze and interpret pertinent laws, ordinances, and regulations; ability to write comprehensive reports; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, and telephone; frequent lifting, carrying, pushing, and pulling up to 20 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, crawling, handling, feeling, kneeling, climbing, twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

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**Class Code: 6510**

**EEO Code: N-02**

**Pay Code: AT-28**

**Group: Clerical and Administrative**

**Series: General Administrative**

**Effective Date: June 12, 2017**