

Administrative Assistant III

Summary of Role

Independently and consistently applies knowledge of programs, policies and procedures..

Independently composes letters, memos and reports requiring research. Independently responds to inquiries, which require written explanation or interpretation of established policies, procedures and programs. Coordinates and directs the office support activities and facilitates flow of work throughout a dynamic work unit. Independently resolves and/or develops recommendations for unprecedented issues and problems having broad impact. Problem resolution may require some analysis of policy and procedures. Exercises responsibility for administering the budget.

Scope

- Independently and consistently applies knowledge of programs, policies and procedures to interpret information to meet specific needs/requests of staff and clients.
- Independently composes letters, memos and reports requiring research and presents data accurately to support findings. Independently responds to inquiries, which require written explanation or interpretation of established policies, procedures and programs.
- Coordinates and directs the office support activities and facilitates flow of work throughout a dynamic work unit. May develop new processes or procedures.
- Reviews sensitive materials and edits content constructively.
- Independently resolves and/or develops recommendations for unprecedented issues and problems having broad impact. Problem resolution may require some analysis of policy and procedures. Serves as a resource for others in resolving unprecedented, non-standard issues and problems.
- Applies substantive knowledge of program policies and procedures that affect operations.
- Exercises responsibility for administering the budget, which includes making recommendations regarding the use and distribution of funds.

Education and Experience

Graduation from high school and two years of related experience; or an equivalent combination of education and experience.