

## ADMINISTRATIVE ASSISTANT I

### DEFINITION:

Under the supervision of the Coordinator, Director, or assigned administrator, performs a variety of specialized secretarial and clerical work to relieve the assigned administrator of a wide variety of routine administrative and office duties and to provide support to an assigned department or program office.

### DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant I classification provides primary support to a Coordinator or Director of a program or secondary support to higher-level administrators. The classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area. The Administrative Assistant II classification provides primary and complex secretarial support to an Executive Director.



Indoor/Office environment. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Previously Revised: 06/2017