

MAJOR FUNCTION

This is administrative work of a paraprofessional nature assisting a department, division, or section director. An employee in a position allocated to this class performs such duties as compiling and analyzing data, assisting in the preparation of budgets and other fiscal reports, maintaining records, and working with other departments and the general public. Additional duties include developing programs, instruction and formats using a microcomputer. Prepares reports on general and specific subjects as required.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Compiles and analyzes data for administrative decisions. Interprets established policies and procedures and provides information for the resolution of departmental problems. Assists in the preparation of departmental budgets and fiscal reports, as well as the maintenance of statistical records. Maintains numerous logs and files. Acts as liaison with other departments and the general public. Develops record formats, programs, and operating instructions using a microcomputer. Designs input and output forms and specifications. Coordinates record conversion. Performs related work as required.

Other Important Duties

Completes special projects as assigned. Serves on ad hoc teams and committees and represents the view of work unit. Attends training events on general and job specific subjects. Serves in the capacity of other administrative support workers during their absence as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of office management, statistical, and fiscal processing. Knowledge of the operating and basic programming procedures involving microcomputers. Knowledge of basic mathematics and accounting principles and practices. Ability to establish and maintain effective working relationships with public officials, subordinates, and the general public. Ability to follow oral and written instructions and work independently with minimum supervision. Ability to maintain extensive and accurate records. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and three years of clerical or secretarial experience, two years of which must have been at the Clerical Assistant III level or higher. Successfully completed studies beyond the high school level may be substituted at the rate of 30 semester hours or 720 classroom hours on a year-for-year basis for the required experience at the Clerical Assistant III level or higher.

Necessary Special Requirement

At the department director's discretion, a valid Class E State driver license may be required at the time of appointment for any of the designated positions allocated to this class.

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