

### Benton County Classification Specifications

Classification Series/Occupational Group: Clerical & Administrative Classification Title: <b>Administrative Assistant</b> DBM Range: A11-A13 # of Subgrades: 3 FLSA: Non-exempt		<b>Class description:</b> This class is the first of two levels in the Clerical & Administrative Support series. Incumbents are responsible for performing a wide range of clerical and administrative duties in support of a County program, division, or department that could include; filing and copying a variety of materials; entering and reconciling data; typing; answering telephones; scheduling service requests; cashiering; providing customer service; and scheduling events and meetings; preparing meeting minutes and agendas; tracking work orders and related department activities; preparing travel arrangements; maintaining and/or tracking budgets; performing more complex administration; coordinating special projects; and dealing with critical and time-sensitive situations. Exact assignments and responsibilities will vary in accordance with the following competency levels:			
	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
Subgrade 1	<b>Primarily Homogenous:</b> Major job responsibilities are considered homogenous requiring the application of similar knowledge, skills and abilities to a defined function or area of support.	<b>Standard:</b> Most difficult job responsibilities typically performed for less than 30% of the employee's time.	Possesses and applies basic skills to area of assignment and may develop more advanced skills appropriate for the position or specialization.	Works under close to moderate supervision and follows standard procedures and practices to accomplish assigned work. Refers more difficult issues to higher levels.	Applies basic skills and may develop advanced skills appropriate for the position or specialization; resolves routine questions and problems.
Subgrade 2	<b>Mixed:</b> Major job responsibilities exhibit a moderate degree of diversity often requiring the application of a defined knowledge, skill and ability to one or more closely related functions.	<b>Significant:</b> Most difficult job responsibilities generally account for 30-60% or more of the employee's total work time.	Possesses and applies comprehensive skills appropriate for the position or specialization to meet the requirements of the County.	Works under limited supervision. May assist in training, assigning and reviewing the work of less experienced employees in similar area of assignment.	Applies comprehensive skills appropriate for the position or specialization to meet the more complex requirements of the County; duties may be somewhat complex.
Subgrade 3	<b>Heterogeneous:</b> Major responsibilities exhibit a moderate to advanced degree of diversity often requiring the application of a defined knowledge, skill and ability to one or more closely related functions. Work consists of a variety of duties which differ in nature and sequence because of the particular characteristics of each transaction, case, or assignment.	<b>Significant:</b> Most difficult job responsibility generally accounts for 60% or more of the employee's total work time. Judgment is required in analyzing situations and making decisions on selecting the most appropriate course of action within the established procedures.	Possesses and applies advanced skills appropriate for the position or specialization to meet the more complex requirements of the County.  Numerous guides, instructions, regulations, manuals, precedents, etc., are applied in carrying out assignments.  Guidelines and precedents are less detailed and explicit.	Works under minimal supervision. May assist in training, assignment and reviewing the work of less experienced employees in similar area of assignment.	Applies advance skills. Distinguished from A12 by work that may involves different and unrelated processes and methods; variety of duties which differ in nature and sequence.