Class Title: Administrative Assistant I **Job Code**:41005 **Date Rev**:7/14/06
Occupational Group: Agency/Administrative **FLSA**: NE **Pay Grade**: 8

Essential Duties:
Performs administrative tasks in one of the following areas working for Director or Principal level:

- Research and special projects
- Budget estimating, manpower, or ope4rational planning
- Report, contract or grant proposal preparation
- All other commensurate duties as assigned

Must be able to:

- Interpret agency/program rules/regulations and responds to related questions from customers
- Investigate customer complaint and resolves problems
- Coordinate administrative matters between organizational units
- Prepare a variety of activity and operational reports
- Prepare a variety of correspondence, attend meeting and seminars
- May supervise clerical or technical personnel.

Knowledge, Skills and Abilities:

Thorough knowledge of:

- Policies, procedures and programs of the immediate work unit
- Principles and practices of administration and management
- Agency or program rules, regulations and operating procedures
- Microsoft office suite software
- Confidential file organization and maintenance
- Appropriate data gathering, summarization and report preparation

Skilled in:

- Handling detailed work with accuracy and speed
- Performing administrative functions required by managers
- Gathering and summarizing data for reports
- Composing varied correspondence with appropriate consideration of relevant policy an procedure
- Performs related work as required
- Operating computers and using Microsoft Office Suite software
- Oral and written communication

Ability to:

- Plan, coordinate, analyze and establish prioritize
- Communicate effectively
- Analyze and summarize information

Special requirements/conditions:

- Must be able to pass FBI and State background check

Arizona Schools for the Deaf and Blind
Classification Specification

HH 9/13/06