

CLASS TITLE: SENIOR ADMINISTRATIVE ASSISTANT

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for initiating and completing administrative, fiscal and special project tasks necessary for the executive/department head to provide effective leadership; and performs other related assigned duties.

ESSENTIAL TASKS:

- Anticipates the advanced office and administrative support needs of the executive/department head so that assigned functions are completed in a timely manner
- Initiates actions necessary so that the proper informational needs of internal and external customers are met
- Implements proper retention procedures as to files, logs, records, website and databases in some positions
- Ensures that the scheduling and prioritizing of meetings and appointments happens and plans and schedules resources and responds to special requests in some positions
- Provides actions needed to accomplish budget coordination, preparation and tracking in some positions
- Reviews, audits, monitors and reconciles information and prepares status updates and assists with or coordinates special projects in some positions
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and six (6) years of increasingly responsible office or administrative experience including two (2) years handling confidential and/or complex information; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position. Employee will be eligible for an additional one step increase upon completion of sixty (60) accredited college hours (or Associates degree from accredited college) and one year of employment in the position..

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of business and office administration; good knowledge of the policies and operating procedures of the department to which assigned. Ability to analyze and resolve administrative problems; ability to work independently; ability to express oneself clearly and concisely, both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in providing customer service; skill in planning and achieving the timely delivery of information and resources; skill in providing attention to detail; skill in maintaining confidentiality of records and information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, and telephone; frequent lifting, carrying, pushing, and pulling up to 20 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, crawling, handling, feeling, kneeling, climbing, twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 6513

EEO Code: N-02

Pay Code: AT-32

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Group: Clerical and Administrative
Series: General Administrative

Effective date: May 22, 2017