



## DALLAS COUNTY JOB DESCRIPTION GENERIC

<b>Job Title:</b>	Administrative Assistant II	<b>Job Code:</b>	000580	<b>Job Grade:</b>	C
<b>Reports To:</b>	Various	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	Various	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9131
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code*:</b>	A, B, C or D	<b>EEO Code:</b>	F01

**Summary of Functions:** Performs complex administrative tasks to ensure efficient daily departmental or program operations. Responsible for three or more of the following: preparing grants; monitoring budgets; coordinating program information and activities; scheduling and preparing program materials; evaluating and updating computer systems; and evaluating and updating program manual(s). Coordinates assignments and acts as lead to support staff and/or volunteers.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Serves as a liaison between staff, elected officials, department heads, program managers, other departments, agencies and the general public as related to departmental or program services: <ul style="list-style-type: none"> <li>▪ Facilitating interaction of various functions,</li> <li>▪ Coordinating the flow of information,</li> <li>▪ Collecting, monitoring and verifying the status of work projects and other activities,</li> <li>▪ Ensuring that the departmental or program goals, objectives and mission are communicated to staff, and</li> <li>▪ Ensuring appropriate parties are kept apprised on all matters to assure timely and efficient operations.</li> </ul>	35	E
2. Researches, gathers material and completes a variety of assigned projects and reports to include communicating with other departments and external sources to obtain information and provide feedback.	10	E
3. Prepares and maintains the office budget to ensure adequate funding for service commitments and other operations requirements.	10	E
4. Acts as lead to support staff and/or volunteers, coordinates assignments, and maintains time and attendance and other personnel actions to ensure efficient operation.	10	E
5. Maintains confidential files and records and processes incoming/outgoing mail.	10	E

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| 6. Orders and maintains office supplies, monitors budget line items in accordance with departmental policy, and ensures compliance with budget restrictions. | 10 | E |
| 7. Performs various secretarial duties including answering telephones, greeting guests, typing various documents and scheduling conference room usage.       | 10 | N |
| 8. Performs other duties as assigned.  | 05 | N |

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

**Minimum Qualifications:**

Education, Experience and Training:

Education and experience equivalent to a Bachelor's Degree from an accredited college or university in a job related field of study.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: DI1 175 pts, PS: C3 (29%) 50 pts, AC: C2C 57 pts, TTL: 282 pts, KH/PS/AC: 62-18-20, Profile: +1

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on \_\_\_\_\_

Date 11/2004

Approved by Civil Service Commission on \_\_\_\_\_

Date 12/21/04

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.