



San Joaquin County Human Resources Division

Junior Administrative Assistant (#RB6000)

\$20.97-\$25.49 Hourly / \$3,634.80-\$4,418.27 Monthly / \$43,617.60-\$53,019.20 Yearly



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DEFINITION

Under direct supervision, assists departmental management staff in planning and organizing the administrative, purchasing, management and personnel and staff development activities of a large department; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

CLASS CHARACTERISTICS

This is the entry-level class in the Administrative Assistant series. An employee in this class is trained to perform various data gathering, analysis, and program coordination under close supervision; as skills and knowledge are gained, the incumbent takes on responsibility for performing duties more independently. This class is distinguished from Administrative Assistant I in that incumbents of the latter class perform a broader and more complex range of duties requiring greater expertise and experience and work with greater independence.

TYPICAL DUTIES

- Learns to coordinate a program within the department and to oversee the daily operation of a program; may help to develop programs, to participate in grant preparation and to coordinate staff development and training programs.
- Confers with representatives of other County departments and other agencies on administrative, budgetary, management, personnel and purchasing issues.
- Serves as department liaison to the public; provides and explains complex regulations and policies to interested parties; works to resolve problems and facilitate processes.
- May coordinate purchasing activities and/or personnel transactions of the department.
- Researches and analyzes department policies, laws, procedures and other administrative matters; learns to determine their impact upon the department's operations; prepares narrative, graphic and statistical reports; may recommend alternative methods, policies and procedures.
- Learns to prepare and administer the department budget, to gather, organize, tabulate and analyze budgetary data; assists in directing fiscal control programs.
- Prepares a variety of correspondence and reports.
- May supervise or direct subordinates as required.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four year college or university with major course work in public or business administration, personnel management or a closely related field.

Substitution: Experience in budgetary, systems, financial, personnel or other administrative analytical work may be substituted for required education on a year-for-year basis to a maximum of four years.

KNOWLEDGE

Principles, practices, methods and techniques of public administration and management including organization, budgeting, purchasing and personnel administration; efficient work flow and organization; basic statistics and graphics; effective public relations techniques.

ABILITY

Gather and analyze data; organize and write reports; read, understand, interpret and apply pertinent rules and regulations; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships; present oneself professionally.

CLASS: RB6000

EST: 10/9/1985

REV: