

Working Job Title: Administrative Assistant II
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Job Code: GST051
Grade: G

Salary Minimum: \$24,771.59
Salary Midpoint: \$35,387.99
Salary Maximum: \$43,350.29

Description of Duties: The Administrative Assistant II will perform a wide range of office administrative duties, including delivering legal pleadings to Circuit Courts, coordinating court calendars, and supporting attorneys. This position may serve as a primary contact and information source for the assigned unit or program. Performs other related duties as required.

Essential Duties and Job Responsibilities:

- Supports routine administrative functions for GPDC, such as travel expenses, car rentals, leases, vendors, contracts, telecommunications, building security, purchasing, billing/credit, inventory, property control, personnel, payroll, etc.
- Provides assistance and problem resolution to claimants, employers, staff, other agencies, and/or the general public.
- Researches and resolves detailed program or client issues/questions and prepares documents.
- Provides program, administrative, and/or technical assistance to customers and staff.
- Serves as a job expert or organization resource in assigned areas.
- Conducts extensive research to compile information needed to generate reports, complete projects, and accurately respond to questions and concerns.
- Analyzes problems, questions, and issues to develop and report recommendations for resolving them.
- Assists supervising staff in organizing and executing routine activities and special projects.
- Documents data/information, such as office work activities, purchasing, budget expenditures, program changes, and resource utilization. Prepares reports and communications.
- Organizes and coordinates the administrative functions of the Circuit Public Defender office.
- Plans and coordinates meetings, conferences, seminars, and travel calendars.

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.

ENTRY QUALIFICATIONS:

- Associate’s Degree from an accredited college or university AND One year of related experience
OR
- Three years of related experience

AGENCY QUALIFICATIONS:

- Possesses competencies in performing more complex clerical or administrative work (i.e., compiling timesheets, training employees, coordinating events, monitoring, and reviewing technical documents) in support of a program function.
- Demonstrate proficiency in the performance of the essential functions and learn, comprehend, and apply all state or GPDC policies, practices, and procedures necessary to function in the position effectively.
- Possesses the knowledge and skills to effectively and accurately gather, organize, and compile the information into a final report/package form.
- Demonstrates the ability to develop and maintain filing systems.
- Experience in processing or posting data and checking for accuracy.
- Experience in preparing business correspondence using correct English grammar, punctuation, and spelling.
- Ability to receive and respond to verbal communications in an appropriate manner.
- Proficient in the use of computer programs, calendar functions, and electronic research sources.
- Displays a high level of effort and commitment toward work and displays high standards of ethical conduct.
- Possesses the ability to reason and independently select the appropriate guideline or process to follow.
- Ability to communicate effectively with coworkers, supervisors, and other internal or external staff.
- Committed to providing quality customer service.
- Displays a high level of commitment toward work and a high standard of ethical conduct.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER