

**Working Job Title: Administrative Assistant II**

**Job Title: Administrative Assistant II**

**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**

