

# CLASSIFICATION ADDENDUM

## Job Title: Department Assistant

Classification Specification: Administrative Specialist

Barg Unit: NUC

Pay Grade: B22-B23

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Department Assistant performs administrative support duties of a highly confidential nature for a Department Director; coordinates support activities; participates in identifying and modifying office policies and procedures; schedules meetings that may relate to sensitive confidential matters and legal issues; responds to sensitive requests for information and assistance; assists with department's budget preparation and administration. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the area of business or public administration providing direct administrative support to management.

#### Licensing and/or Certification Requirements:

- N/A

#### Knowledge:

- Principles and practices of area of assignment and pertinent rules and regulations as they apply to position;
- Principles and procedures of financial record keeping and reporting;
- Accurate use of punctuation, spelling, sentence structure and vocabulary;
- Capabilities and uses of computers and a variety of office equipment.

#### Skills: *(Demonstrated skill in performing the following)*

- Effectively organizing work in a fast-paced, multitask operation;
- Effectively administering duties which involve thinking independently and using sound judgment;
- Manipulating data and effectively preparing a variety of complex reports;
- Maintaining a high level of confidentiality regarding complex and sensitive matters.

#### Qualification For Grade Progression:

B22 - Journey

B23 – Advanced/Lead Level

See classification specification for progression from journey to advanced/lead level.

### **Physical Requirements Addendum**

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

### **Addendum History**

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