

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Administrative Assistant
SERIES: General Administrative

GRADE: C05 CODE: 2388
DATE: 02/02/09 FLSA: Non-Exempt
EEOC: Office/Clerical

Class Definition

Under general supervision, performs office management and administrative support work. Controls workflow and establishes office procedures in support of a division, large work unit, or major work program. Ensures conformance with policy and procedures and recommends improvements. This is the full performance administrative office support position. Employee uses independent judgment and initiative in carrying out assignments. Performs other duties as assigned.

Examples of Important Duties

1. Controls workflow of the office. Implements office procedures and practices. May assign and monitor work of Administrative Assistants, Office Clerks, or other employees with similar responsibilities in order to coordinate administrative procedures within the same office, or among several offices in same division.
2. Maintains bookkeeping records for revenues and expenditures of division or formal work unit. Assigns proper accounting codes. May serve as custodian of petty cash and field purchasing systems. Verifies records for accuracy and resolves any discrepancies. Ensures conformance with established procedures.
3. Composes a variety of forms and correspondence. Responsible for proofreading and producing final, error-free copy.
4. Uses spreadsheet or other software to enter data and perform computations using tables, graphs, and basic statistics. Extracts and compiles data from records, files, correspondence, and other documents to prepare administrative or budget reports.
5. Reviews catalogs and meets with vendors to evaluate office supplies and equipment. Obtains bids and price quotes from vendors. Initiates orders and maintains supply inventory.
6. Conducts orientation sessions for new employees to explain unit organization, policies, and procedures. Completes paperwork and coordinates with other Commission offices to process personnel actions. Maintains confidential personnel files.
7. Maintains office filing system and databases. Enters and updates information. Searches files and other information sources to answer questions or assemble data for supervisor or other staff.
8. Schedules calendar for supervisor and arranges meeting facilities. Makes travel arrangements. Alerts supervisor and staff of scheduled events, deadlines, or pending matters.
9. Receives, opens, and screens mail for work unit. Takes action or refers to appropriate person for response.
10. May assist staff to provide administrative program support. Works with staff, citizen's groups, and others to provide information, gather data, and prepare appropriate records. Collects money from public for Commission programs (e.g., park permits, memberships, publications, entry fees, tickets). Issues documents or receipts, and records transactions.

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Important Worker Characteristics:

- A. Considerable knowledge of: (1) office practices, procedures, systems, and equipment; (2) bookkeeping; (3) Commission activities, organization, policies and procedures; * and (4) research and report writing techniques.
- B. Skill in operation of: office equipment, including personal computer with applicable software.
- C. Ability to: (1) establish a system of office procedures; (2) compose routine correspondence and simple reports; (3) compile data and other materials to support administrative and budget reports; (4) meet deadlines and organizational objectives; and (5) organize work efficiently.

*Developed primarily after employment in this job class.

Minimum Qualifications

- 1. High school diploma or GED; and
- 2. Three years of progressively responsible administrative support experience; or
- 3. An equivalent combination of education and experience.

Working Conditions

Works in office environment that is adequately lighted, heated, and ventilated. Moderate pressure to meet deadlines or handle multiple tasks.

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