

## OFFICE WORKER OCCUPATIONAL GROUP [275]

PRINCIPAL ADMINISTRATIVE ASSOCIATEDuties and Responsibilities

This class of positions utilizes manual and automated office systems and encompasses responsible office, supervisory or administrative work of varying degrees of difficulty and with varying degrees of latitude for independent initiative and judgment. There are three Assignment Levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and when necessary perform the duties of lower level titles and Assignment Levels. May analyze and resolve issues relating to such work.

Assignment Level I

Under general supervision, with some latitude for independent initiative and judgment, performs one or more of the following or similar difficult and responsible supervisory or administrative functions:

Supervises and trains the staff of a large office engaged in routine clerical activities or supervises the staff of a small office engaged in departmental or administrative activities. Supervises and trains the staff of a small office engaged in data entry or such personnel functions as payroll processing, timekeeping, or employee benefits administration. Supervises and trains a group or section of subordinate personnel in the clerical and related activities performed in an income maintenance center. Performs difficult and responsible administrative or management work, including work related to budgeting and work that is required for the conduct of hearings, control processing, and integrity of dispositions of parking violations.

## OFFICE WORKER OCCUPATIONAL GROUP [275]

PRINCIPAL ADMINISTRATIVE ASSOCIATE (continued)Assignment Level I (continued)

Under direction, performs difficult and responsible administrative work in the capacity of secretary to or assistant to a manager or high-level executive.

In the temporary absence of supervisor, may assume the duties of that position.

Assignment Level II

Under direction, with considerable latitude for independent action or decision, performs difficult and responsible supervisory, analytic, or administrative work in any of the above described settings in a larger or more complex operation.

In the temporary absence of supervisor, may assume the duties of that position.

Assignment Level III

Under general direction, with wide latitude for the exercise of independent initiative and judgment performs exceptionally difficult and still more responsible supervisory, analytic or specialized administrative or management work in any one or more of the settings described in Assignment Level I in the largest and most complex operations; or supervises an exceptionally large office engaged in routine activities, or supervises a very large office engaged in departmental or administrative activities. Performs appropriate duties in a personnel program headed by an employee of higher rank.

In the temporary absence of supervisor, may assume the duties of that position.

## OFFICE WORKER OCCUPATIONAL GROUP [275]

PRINCIPAL ADMINISTRATIVE ASSOCIATE (continued)Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

OFFICE WORKER OCCUPATIONAL GROUP [275]

PRINCIPAL ADMINISTRATIVE ASSOCIATE (continued)

Direct Lines of Promotion

<b><u>From:</u></b>	Bookkeeper (40526) Cashier (10605) Clerical Associate (10251) Correction Administrative Aide (70400) Eligibility Specialist (10104) Paralegal Aide (30080) Public Relations Assistant (60810) Research Assistant (60910) Research Assistant (Behavioral Sciences) (21740) Secretary (10252) Senior Police Administrative Aide (10147) Stenographic Specialist (10217) Supervisor of Office Machine Operations (11704) Legal Secretarial Assistant (10229)	<b><u>To:</u></b>	Administrative Manager (M10025)
---------------------	--	-------------------	------------------------------------