

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Administrative Assistant 1		<b>Class Code:</b> 002WN1
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> PAT 1	<b>Effective Date:</b> 11-27-14
	<b>Summary</b> Incumbent is involved with a variety of administrative duties involving a high degree of discretion in interpretation, application and execution of several major agency or department policies and programs.		

**Duties:**

- Supports executive administrator of a major agency;
- Reviews total department or agency organizational structure and functions and prepares changes to promote efficiency and effectiveness;
- Administers staff functions in support of program areas;
- Prepares special reports on alternative methods of achieving new program responsibilities;
- Represents agency, institutions or departments in a variety of situations with other departments, institutions, the general public and special interest groups;
- Prepares administrative rules and procedures for executive administrator and/or board or commission;
- Follows-up on plans, programs, policies and procedures to ensure progress and accomplishments;
- Performs related duties as required.

**Job Requirements:**

- Broad knowledge of the theories, principles, practices and methodology of administrative management;
- Broad knowledge of department programs;
- Specialized knowledge of state government administrative structures;
- Ability to coordinate and motivate professional and support personnel;
- Ability to be creative in developing alternatives to meet department needs;
- Ability to communicate complex theories and principles to a broad spectrum, both verbally and in writing;
- Ability to maintain cooperative work relationships.

**Difficulty of Work:**

Incumbent exercises extensive judgment and creativity to accept agency administrative goals and procedures in developing programs to handle new or unusual situations which impact on the entire agency, institution or department. Work involves multiple and complex variables.

**Responsibility:**

Incumbent advises the executive administrator on unprecedented matters of major impact to ensure conformity with agency goals and policies. Incumbent receives general agency objectives and goals and is reviewed for attainment of effective administration in accomplishment of agency policy.

**Personal Work Relationships:**

Incumbent works with a wide range of agency and state administrators, legislators, private companies and the general public on routine and non-routine problems encountered in the agency's effort to fulfill its charge.