| STATE OF INDIANA CLASSIFICATION SPECIFICATION | **Class Title:** Administrative Assistant 2 | | **Class Code:** 002WN2 |
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| | **FLSA Status:** Exempt | **Salary Schedule:** PAT 2 | **Effective Date:** 11-27-14 |
| | **Summary** Incumbent serves as a professional assistant to a high level administrator in a department, agency or facility and makes recommendations for improvements in work methods, administrative procedures and agency programs. | | |

**Duties:**

- Investigates administrative problems that arise within the agency;
- Develops new methodology and structures for improvement of agency functioning;
- Makes recommendations in developing new policies to facilitate the meeting of agency goals;
- Researches and investigates program and procedural problems;
- Makes program improvement recommendations to agency executives;
- Explains agency policy and procedures to interested parties;
- Follows-up on plans, programs, policies and procedures to ensure uniform compliance;
- Performs related duties as required.

**Job Requirements:**

- Specialized knowledge of the theories, principles and practices of administrative management;
- Extensive knowledge of department or agency programs;
- Working knowledge of state government administrative structure;
- Ability to coordinate the work of diverse professional and support personnel;
- Effectively communicate, both orally and in writing;
- Ability to maintain cooperative work relationships;
- Ability to develop new, alternative solutions for encountered problems.

**Difficulty of Work:**

Incumbent exercises extensive judgment to adapt agency administrative goals and procedures to handle complex and significant variables which are unique to the situation and agency or programs involved.

**Responsibility:**

Incumbent make recommendations on policy revisions and administrative procedures of the agency. Incumbent works independently to implement recommended changes as long as general agency objectives and boundaries are maintained. Incumbent's work is reviewed for attainment of general administrative effectiveness.

**Personal Work Relationships:**

Incumbent works with a wide range of agency staff and administrators as well as representatives of other agencies and the general public to explain and interpret policy and procedure to ensure cooperation and coordination.