

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Administrative Assistant 3		Class Code: 002WN3
	FLSA Status: Exempt	Salary Schedule: PAT 3	Effective Date: 11-27-14
	Summary Incumbent is involved in a variety of administrative duties involving judgment in the application of relatively standardized administrative precedents, policies and procedures to a particular program area of an agency, facility or department. Incumbent often represents a program administrator in handling assigned area and reports to that administrator.		

Duties:

- Reviews organizational structure and functions of assigned program area to recommend changes to promote effectiveness;
- Administers staff functions in support of program area;
- Aids program administrator in applying agency or department policies and procedures;
- Prepares administrative reports on program area assigned;
- Represents program administrator in meetings with representative of other agencies, and interested public to explain and interpret program goals, policies and procedures;
- Performs related duties as required.

Job Requirements:

- Specialized knowledge of theories, principles and practices of administrative management;
- Working knowledge of state governmental administrative structure;
- Working knowledge of assigned program area;
- Ability to coordinate and motivate professional and support personnel;
- Effectively communicate, both orally and in writing.

Difficulty of Work:

Incumbent uses judgment to recommend appropriate methods and procedures to handle a wide range of situations encountered. Individual cases may involve multiple variables to be considered which could significantly affect possible outcomes for the program involved.

Responsibility:

Incumbent advises a program director on non-routine administrative decisions which significantly affect the administration of the program in the assigned area. Program purpose and goals is set and unusual program and minor deviations from the norm are discussed with program administrator at the discretion of the incumbent. Work is reviewed for soundness of judgment and conformance with general agency policy and guidelines.

Personal Work Relationships:

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