

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Administrative Assistant 4		<b>Class Code:</b> 002WN4
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> PAT 4	<b>Effective Date:</b> 8-22-14
	<b>Summary</b> Incumbent works as a professional staff assistant within a state agency or facility.		

**Duties:**

- Researches and prepares various reports on agency programs and/or procedures;
- Prepares and maintains procedural manual for agency functions;
- Reviews policies, plans and procedures for administrative soundness;
- Coordinates the work of various sections of the agency or department;
- Answers inquiries from the public concerning policy and procedures in assigned area;
- Makes recommendations to administrator about procedures and methods to improve efficiency and effectiveness;
- Performs related duties as required.

**Job Requirements:**

- Specialized knowledge of the basic principles and theories of administrative management;
- Working knowledge of research techniques and report composition;
- Ability to analyze procedures and policies and write procedural manuals and recommend improvements;
- Ability to coordinate the work of section staff;
- Effectively communicate, both orally and in writing;
- Ability to maintain cooperative work relationships.

**Difficulty of Work:**

Incumbent works within generally accepted management guidelines on intricate administrative or procedural guidelines. Guidelines are complex and interrelated with agency mission, budget and/or public relations. Judgment is exercised in adapting and implementing policies and procedures.

**Responsibility:**

Incumbent contributes to the function of the work by recommendation on improving policy or work procedures. Supervisor indicates the desired results and consequential changes are discussed for approval before implementation. Other work reviewed for soundness of judgment and its success in achieving work change.

**Personal Work Relationships:**

Incumbent works with employees in their own department as well as other departments within the agency. Incumbent also works with the general public to interpret policy and procedures and to maintain coordination.