

Position: Administrative Assistant III	Position Number:
Department/Site: Area's Office	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range 23

**DESCRIPTION:**

Under limited supervision, provide highly professional administrative assistance to a dean or director, including typing, filing, creating reports, creating and maintaining records relating to budgets, personnel, and assignments; and perform specialized administrative duties to support and lead the work of assigned office. Independently coordinate the day-to-day administrative operations of the division or department office, and provide accurate, reliable, and timely assistance and information to the public, students, administrators, faculty, and staff related to the services provided by the office.

**DISTINGUISHING CHARACTERISTICS:**

Administrative Assistant III is the highest level classification among this administrative support series. The incumbents in this classification generally report to deans, and work fairly independently to coordinate the day-to-day operations of the office. The AAIIs are competent to provide a variety of administrative support tasks for assigned administrators and other departmental staff, and to perform most assignments independently. The Administrative Assistant III is distinguished from lower levels of the series by the increased level of independence in decision-making and initiative expected, the expert knowledge of programs and policies expected, as well as the complexity of problem-solving needed. This class normally also has a significant amount of public interaction. The incumbent also may perform specialized clerical and administrative duties and any of the duties contained in lower levels of this classification.

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