



Administrative Aide II

Class Code:
10390

Bargaining Unit: SCEA - Professional and
Technical

CITY OF STOCKTON
Established Date: May 2, 2006
Revision Date: Jul 7, 2006

SALARY RANGE

\$29.08 - \$37.34 Hourly
\$5,040.60 - \$6,471.88 Monthly
\$60,487.21 - \$77,662.51 Annually

FLSA:

Non-Exempt

DEFINITION:

Under direction, provides staff assistance in the coordination and control of administrative and field activities of a department; performs research and conducts studies; and performs related duties as assigned.

CLASS CHARACTERISTICS:

Administrative Aide I is the entry-level class in this series within the professional administrative support services. This class is alternatively staffed with Administrative Aide II, and incumbents may advance to the higher level after successfully completing a one-year probationary period and gaining one additional year of experience and demonstrating proficiency which meets the qualifications of the higher level class.

Administrative Aide II is the journey-level class in this series distinguished from Administrative Aide I by the performance of more difficult work, complexity and diversity of assignments.

PRINCIPAL DUTIES (ILLUSTRATIVE ONLY):

1. Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.

2. Provides support for incumbent's own correspondence, reports, forms, and specialized documents.
3. Performs software/database needs assessment; develops, designs, programs, tests, and maintains customized micro-computer applications; enters and retrieves data and prepares reports using database programs.
4. Reviews computer-produced reports for accuracy and makes corrections as required.
5. Reviews reports for possible action on accidents involving City property or employees; obtains reports and information from other City departments; prepares reports and reviews for accuracy and errors and makes recommendations for action.
6. Conducts special projects and statistical studies.
7. Confers with claimants, departments, vendors, and other members of the public on matters specifically assigned.
8. Conducts studies of procedures, policies or equipment utilization; assists in research and analysis on assigned projects.
9. Assists in resolving administrative technical or claims related problems.
10. Performs budget preparation or compilation.
11. Assists in the planning, coordination and operation of a department function;
12. Confers with the public and other City employees, answers correspondence or inquiries and complaints regarding departmental or City policies and procedures.
13. May provide complex support work.

MINIMUM QUALIFICATIONS:

Education/Experience:

Administrative Aide I: Possession of a Bachelor's degree from an accredited college or university with major course work in business, public administration or a closely related field. Extensive administrative experience including public contact may be substituted for education on a year-for-year basis to a maximum of two years.

Administrative Aide II: In addition to the above, a minimum of two years of work experience performing the duties of an Administrative Aide I.

Other Requirements:

Must possess a valid California driver's license.

Knowledge of:

- Developing, designing, programming, testing, and maintaining customized databases;
- Applying principles, practices and techniques of public administration including management, budget, business systems and information systems; methods of

collecting, tabulating and presenting data;

- File management processes and procedures;
- Business computer user applications, particularly as related to statistical analysis and data management, and work processing.

Skill in:

- Defining and analyzing administrative problems;
- Analyzing and interpreting technical data;
- Researching and writing concise and comprehensive reports;
- Understanding and interpreting procedures, rules and regulations;
- Communicating effectively with fellow employees and the public;
- Collecting, evaluating, and interpreting varied information and data, either in statistical or narrative form;
- Interpreting and applying laws, regulations, policies, and procedures;
- Preparing clear, concise, and complete reports and other written materials;
- Exercising sound independent judgment within established guidelines;
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

HISTORICAL NOTE:

Established: 5/2/06
Resolution: CC06-0226
Spec Adopted: 5/18/06
Resolution CS06-068
CS Status: Classified
Unit: P&T

CLASS SPEC TITLE 6:

CLASS SPEC TITLE 7:

