

***Non-Professional Position Sample***

***Position exempted from the State Personnel System based on 100% alternate funding (grant, gift, or auxiliary)***

***Administrative Assistant III***

***Working Title (cannot be higher than job code title)***

***School/College - Unit/Department***

***Position #***

This class describes the fourth administrative assistant level. Positions in this level have the authority to design and implement, without prior approval, the general office and administrative operations to accomplish the unit's work. Work includes, but is not limited to, deciding what operations will be performed and how processes will be implemented; creating and revising office procedures and writing office procedure manuals, designing forms; establishing general office record systems and resource libraries, including content of files and publications, coding and maintenance schemes, circulation and retrieval, production, access, and disposal; compiling and formatting the content for program materials, such as annual reports and newsletters; accounting for the unit’s allotted funds by authorizing (signing) operating expenditures for such things as office supplies, calculating estimated office operating expenses for the annual budget request; and, designing the physical layout of the unit’s work area. Some positions in this class may function as work leaders who are partially accountable for the work product of at least two full-time equivalent positions.

Position Emphasis (add up to one paragraph that describes the specific responsibilities of position):

Minimum Qualifications:

Pull qualifications from [State minimum qualifications job class description/minimum qualifications](https://www.colorado.gov/pacific/dhr/classdescriptions).

Three years of general clerical experience. One year of this experience must have included \_\_\_\_\_\_\_\_.

Substitution: College or university course work appropriate to the work assignment, may substitute on a year for year basis for the experience but not for the specific experience (if applicable).

Preferred Qualifications. Best practice is to have 1 -3. Add up to 5 preferred qualifications that directly relate to the duties of the position:

Competencies

* Ability to communicate effectively, both in writing and orally.
* Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
* Outstanding customer service skills.
* Attention to detail
* Demonstrated commitment and ability to advance diversity and inclusion.

Additional Competencies (add 2):