# CLASSIFICATION ADDENDUM

**Job Title:** Administrative Assistant
Classification Specification:   Administrative Assistant
Barg Unit:  OPE
Pay Grade: A11-A13

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification.  Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

## Essential Characteristics and Duties Addendum

The Administrative Assistant performs a wide range of clerical and administrative duties in support of management.  Performs related duties as assigned.

## Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

**Training & Experience:**
• See classification specification

**Licensing Requirements:**
• See classification specification

**Knowledge**:
• See classification specification

**Skills:** *(Demonstrated skill in performing the following)*
• See classification specification

**Qualification For Grade Progression:**  This position title typically is appointed at journey level.
A11 – Contributing (applying basic skills)
A12 – Journey (applying some advanced skills)
A13 – Advanced (applying advanced skills)

## Physical Requirements Addendum

**Sedentary Work**: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.  Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subject to travel.

## Addendum History

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