



## HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

FC: HF 116  
PG: OT

PC: 036  
BU: 09  
2002

### **DEFINITION**

Under general supervision, oversees and coordinates office support staff and administrative support activities within an assigned Human Resources unit; performs the most responsible, complex and specialized administrative support duties; performs related work as required.

### **CLASS CHARACTERISTICS**

This single class has broad authority in assigning and reviewing the work of the clerical staff. It serves as a primary administrative resource in conducting research and providing analyses and solutions to recurring and unusual administrative problems. Additionally, it is expected to act as liaison with District departments, outside agencies and the general public.

### **EXAMPLES OF DUTIES**

1. Performs a variety of responsible and specialized support functions within an assigned unit.
2. Directs, trains and evaluates assigned administrative support staff.
3. Assigns and evaluates the completion of work.
4. Oversees the preparation and processing of a variety of administrative functions (e.g., data input, forms processing) and advises on policy, procedures and requirements).
5. Resolves unusual administrative problems.
6. Compiles and presents reports.
7. Makes recommendations for administrative procedures.
8. Confers with user departments for request or provision of services.
9. Monitors office processes and activities.
10. Responds to inquiries received from applicants, employees and other agencies.

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11. Organizes and maintains files.
12. Inputs information into an on-line computer system.
13. Operates standard office equipment.

### **QUALIFICATIONS**

#### **Knowledge of:**

Human Resources field sufficient to oversee assigned functions.  
Office management practices and procedures.  
Basic supervisory principles and practices.  
Correct English usage, including spelling, grammar and punctuation.  
Basic use of on-line computer equipment.

#### **Skill in:**

Performing the most complex, responsible and specialized office support functions.  
Planning, assigning, directing, and reviewing the work of office support staff.  
Reading and interpreting rules, policies, and procedures.  
Using initiative and sound judgment within established guidelines.  
Establishing and maintaining effective working relationships with those contacted in the course of work.  
Determining procedures, methods and policy applications to resolve unusual administrative problems.  
Operating standard office equipment.  
Establishing and maintaining accurate files and record keeping systems.  
Composing routine correspondence.  
Typing accurately at 40 words per minute from printed copy.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Graduation from high school, and four years of responsible personnel clerical/administrative or office assistant experience, which will have provided a familiarity with human resources concepts and terminology.

**BART EEO-1 Job Group:** TBD  
**Census Code:** TBD  
**Safety Sensitive:** TBD