

Nebraska Department of Education
Classification Specification
Established: 5/02 Revised: ~~6/0756/14~~

Job Code: EDB404/ EDR404/EDO404
Paygrade: 42

Administrative Associate IV

Purpose of Class: Performs moderate to complex administrative support functions to assist a higher-level administrator with administrative operations; incumbents have frequent contacts with internal and external clients.

Distinguishing Characteristics

Level: Fourth in a series of four

Work Direction Received: Works under general supervision

Direction of Others: Leads; provides direction to the work of lower level employees

Scope/Nature of Discretion: General discretion; performs duties with moderate opportunity to exercise independence according to broadly-defined policies and procedures

Examples of Duties

Operates independently on a majority of administrative support activities within a specified defined program/area, interacting with the Nebraska Information System (NIS) and makes decisions for recurring and moderately complex administrative support functions; provides technical support activities in assigned administrative area.

Collects and summarizes data from various records to measure progress and facilitate administrative planning; reviews policies and procedures for compliance, and works on special project/administrative assignments.

Processes a variety of moderately complex to complex administrative documents; reviews and processes documents to determine compliance with administrative criteria rules and regulations.

Verifies information for accuracy and completeness as well as eligibility based on guidelines, standards, policies, and criteria; answers questions regarding the administrative area via telephone, correspondence, or face-to-face contact.

Verifies, approves, and processes claims for reimbursement to providers, agencies, and school districts; designs, creates, and maintains financial spreadsheets, records and files; posts, balances, and/or reconciles ledgers, spreadsheets and accounts to verify posting is complete, accurate, and in balance with reports.

Examples of Duties (continued)

Creates and maintains personnel records for staff; works with network, fiscal and accounting staff to reconcile problems; assists with maintaining network and data security; manages records/audits employee leave usage; maintains and manages human resources database; informs employees and supervisors of benefits and personnel rules and regulations.

Follows up with clients or others to request and/or obtain information and respond to inquiries; composes routine and moderately complex correspondence.

Gathers, analyzes, interprets, and organizes information into summary reports; monitors correspondence, collects background information, and writes responses to ensure proper disposition of inquiries.

May direct and supervise other staff members including assigning work, monitoring quality, providing training, and assisting in the hiring process.

Supervises operations of Office Services; processes and distributes Agency's incoming and outgoing mail and freight; maintains inventory and surpluses Agency's equipment; provides courier and taxi services.

Maintains regular and reliable attendance.

Minimum Qualifications

High school diploma or equivalent, ~~with postsecondary coursework in an area related to the position such as office practices and support functions, human resources, and accounting; knowledge of basic accounting procedures and/or office practices and procedures, and/or human resource practices,~~ and three years of ~~job-related~~ experience related to the essential functions of the position. Any equivalent combination of education and/or work experience may be substituted in order to meet the minimum qualifications of the position.

Knowledge and Abilities

Knowledge

- Formats used in written business communications
- English grammar, spelling, and composition needed for correspondence
- Types and uses of office equipment
- Computer software applications including word processing, spreadsheets, presentations, databases, and web site development and maintenance
- Working knowledge of office filing systems, scheduling processes, other office processes, support functions, and specialized terminology
- Clerical accounting/bookkeeping procedures and practices

- Agency policies and guidelines pertinent to clerical accounting and accounting codes and classifications

- Applicable federal and state laws/regulations
- Supervisory practices and procedures

Abilities

- Communicate orally and in writing with co-workers and the public
- Establish and maintain effective working relationships
- Understand and apply written/oral instructions and administrative policies/guidelines
- Locate and summarize information from files and documents
- Maintain the confidential nature of information
- Operate office equipment, including computer, to perform required duties
- Prepare a variety of internal reports and documents
- Verify detailed information against established requirements
- Post information to ledgers, journals, worksheets, and other documents
- Compute and compile financial data involving the use of addition, subtraction, multiplication, division, percentages, and fractions
- Adapt and apply guidelines and methods to accounting transactions
- Instruct other staff in secretarial and clerical accounting policies and procedures
- Schedule and organize work assignments of co-workers
- Interpret Agency policies and guidelines pertinent to areas of responsibility
- Supervise and direct the work of office staff
- Advise Agency staff and the public on Agency policies and procedures