

ADMINISTRATIVE SERVICES ASSISTANT V

ROLE

Program Assistant V. See Program Assistant V (00410) for more information about this class.

NATURE OF WORK

Administrative Services Assistants organize and coordinate the daily business operations of a work unit, characterized by a narrow scope and complexity. Duties are related to budget, financial records, payroll, purchasing and office management. Work involves serving as the primary resource for business procedures.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.