



ADMINISTRATIVE TECHNICIAN

Class Code:
1305

Bargaining Unit: Local 1 General

THE COUNTY OF EL DORADO
Established Date: Mar 1, 1992
Revision Date: Mar 22, 2012

SALARY RANGE

\$24.49 - \$29.77 Hourly
\$4,244.93 - \$5,180.13 Monthly
\$50,939.20 - \$61,921.80 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITION

Under supervision, performs a variety of paraprofessional level analytical and technical activities in support of department, division and/or countywide programs; including complex and specialized fiscal and accounting support work and for in-depth research on a wide variety of special projects.

DISTINGUISHING CHARACTERISTICS

This Technical class is responsible for providing administrative support to management and/or professional staff as well as department heads which may include basic accounting and budgeting support; and/or research analysis, and providing recommendations on technical, statistical and/or legislative issues. This class is distinguished from the Administrative Analysts classes in that the latter are professional level classes having a broader variety and range of responsibilities requiring greater analytical and/or accounting skills with proportionately less supervision.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Prepares long and short-term administrative projects for professional staff, which require statistical research, basic accounting, budget, organizational, and legislative analysis.
- Composes drafts and a wide variety of finished documents from notes, brief instructions, or printed materials; uses word processing equipment and inputs or retrieves data and prepares reports from an on-line or personal computer system; may compile and process confidential materials.
- Uses analytical techniques and information gathering processes and obtains required information and data for project analysis and reporting.
- Discusses analysis and conclusions with professional and/or management staff and drafts reports of study.
- Produces reports, survey questionnaires, responses to correspondence and survey questionnaires.
- Provides liaison and staff support to a variety of committees, commissions and department managers.
- Provides information to the public or County Staff that requires the use of independent judgment, compliance with laws and interpretation of policies, rules and procedures.
- Confers with representatives of other governmental agencies, business, professional and citizens' groups, vendors and the public.

- Prepares and/or maintains routine statistical, fiscal, payroll, or personnel information.
- Relieves professional staff by following up on projects, transmitting information, and keeping informed of pertinent activities.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.

Education:

Equivalent to the completion of thirty (30) units of college coursework in public administration, business administration, management, accounting or closely related field

-AND-

Experience: Two (2) years of increasingly responsible experience, which has included complex and varied duties related to support of professional or management level staff in budget preparation and management OR grant fund acquisition, review and management, OR complex and specialized fiscal, accounting, technical, or statistical office support work.

Knowledge of:

- Administrative techniques including the principles of organization, accounting, budget and organizational analysis.
- Basic budgeting principles and practices.
- Fundamental/statistical/comparative analysis techniques and formulae.
- Public administration principles and practices.
- State, federal and local laws and regulations and policies and procedures applicable to department and/or programs to which assigned.
- Business computer applications, including spreadsheets for budgetary and statistical analysis and word processing.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Standard office practices and procedures, including business office equipment.

Skill in:

- Researching, compiling, analyzing and summarizing a variety of informational materials.
- Preparing clear, concise and effective reports and correspondence with recommendations.
- Interpreting, applying and explaining complex laws, rules, policies and procedures.
- Independently organizing work, setting priorities, meeting critical deadlines, and following up on assignments.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted

in the course of the work.

OTHER REQUIREMENTS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed indoors in a standard office setting with infrequent trips outdoors in all weather conditions.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents; hear in the normal audio range with or without correction. **Frequent** sitting, reaching, bending; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting objects that weigh up to 15 lbs. **Occasional** standing, walking; carrying or pushing objects that weigh up to 15 lbs., lifting, carrying or pushing objects that weigh up to 25 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh 26 - 40 lbs.

SKILLS:

HISTORY

JCN: 1305

Created: March 1992

Revised: December 1997 Retitled

Revised: May 2000

Revised: February 2013 ADA