



City of Stockton  
**Administrative Aide I (Confidential)**

<b>CLASS CODE</b> 03805	<b>SALARY</b>	\$26.53 - \$34.06 Hourly \$4,598.72 - \$5,903.70 Monthly \$55,184.64 - \$70,844.40 Annually
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**DEFINITION**

Under direction, provides staff assistance in the coordination and control of administrative and field activities of a department; performs research and conducts studies. This is an unrepresented classification designated only to the City's confidential departments which are: the City Manager's Office, the Human Resources Department, the City Auditor's Office, and the City Attorney's Office.

**CLASS CHARACTERISTICS**

Level I: This is an entry-level confidential support and technical classification similar to the Administrative Analyst and Personnel Analyst classifications within the professional administrative support services. This class is distinguished from Administrative Aide Trainee by the wider range of assignments and more independent action.

Level II: This class is distinguished from Administrative Aide I by the performance of more difficult work, complexity and diversity of assignments.

**PRINCIPAL DUTIES (Illustrative Only)**

1. Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.
2. Provides support for incumbent's own correspondence, reports, forms, and specialized documents.
3. Enters and retrieves data and prepares reports using database programs.
4. Reviews computer-produced reports for accuracy and makes corrections as required.
5. Reviews reports for possible action on accidents involving City property or employees; obtains reports and information from other City departments; prepares reports and reviews for accuracy and errors and makes recommendations for action.
6. Conducts special projects and statistical studies.
7. Confers with claimants, departments, vendors, and other members of the public on matters specifically assigned.
8. Conducts studies of procedures, policies or equipment utilization; assists in research and analysis on assigned projects.
9. Assists in resolving administrative technical or claims related problems.
10. Performs budget preparation or compilation.
11. Assists in the planning, coordination and operation of a department function;
12. Confers with the public and other City employees, answers correspondence or inquiries and complaints regarding departmental or City policies and procedures.
13. May provide complex and confidential support work.

14. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education/Experience**

#### Administrative Aide I

Possession of a Bachelor's degree from an accredited college or university with major course work in business, public administration or a closely related field. Extensive public contact experience may be substituted for education on a year-for-year basis to a maximum of two years.

#### Administrative Aide II

In addition to the above, a minimum of two years of work experience performing the duties of an Administrative Aide I.

### **Other Requirements:**

Must possess a valid California driver's license.

### **Knowledge of:**

- Applying principles, practices and techniques of public administration including management, budget, business systems and information systems; methods of collecting, tabulating and presenting data;
- File management processes and procedures;
- Business computer user applications, particularly as related to statistical analysis and data management, and work processing.

### **Skill in:**

- Defining and analyzing administrative problems;
- Analyzing and interpreting technical data;
- Researching and writing concise and comprehensive reports;
- Understanding and interpreting procedures, rules and regulations;
- Communicating effectively with fellow employees and the public;
- Collecting, evaluating, and interpreting varied information and data, either in statistical or narrative form;
- Interpreting and applying laws, regulations, policies, and procedures;
- Preparing clear, concise, and complete reports and other written materials;
- Exercising sound independent judgment within established guidelines;
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

## **HISTORICAL NOTE**

Established/Exempted: 1/19/59

Ordinance: 190-CS

Spec Amended: 3/21/1968

Resolution: CS3827

Spec Amended: 6/24/1985

Resolution: Unknown

Reestablished: 6/23/97

Resolution: CC97-0232

Spec Amended: 5/6/03

Resolution: CC03-0226

Unit: Unrepresent-MW

Employment Status: At-Will

FLSA Status: Non-Exempt

CS Status: Unclassified