



## State of Maryland

### Admin Aide (#005591)

- Hourly / - BiWeekly /  
- Monthly / \$34,858.00-\$54,732.00 Yearly

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#### GRADE

ASTD11

#### CLASS ATTRIBUTES

SKILLED SERVICE      BARGAINING UNIT: B      OVERTIME ELIGIBLE

#### NATURE OF WORK

An Administrative Aide is work providing secretarial support to an official, administrator or administrative staff. Employees in this classification type on keyboards of personal computers, using word processing software. Employees in these classifications may supervise lower-level secretarial or clerical employees.

Employees in this classification receive supervision from an official, administrator or administrative staff.

The Administrative Aide classification is differentiated from the lower level Office Secretary I, II and III classifications, and the higher level Management Associate classification based on the total points accrued by the application of the Office Secretary Point Factor System. The job evaluation factors are: Education, Starting Experience, Skills Required, Training Time, Working Conditions, Ingenuity and Complexity, Supervision Received, Consequence of Error, Supervision and Training Given and Personal Contacts. The point range requirements for the Administrative Aide classification is 1251 – 1550 points. The point range requirements for the Office Secretary I classification is 600 – 749 points. The point range requirements for the Office Secretary II classification is 750 – 990 points. The point range requirements for the Office Secretary III classification is 991 – 1250 points. The point range requirements for the Management Associate classification is 1551 plus points.

#### EXAMPLES OF WORK

- Provides secretarial support to one or more officials, administrators or administrative staff;
- Types manuscripts, correspondence, reports and other documents using a keyboard of a personal computer;
- Interprets administrative decisions and policies to staff and transmits instructions with the authority of the supervisor;
- Acts as an intermediary for the supervisor maintaining frequent contacts with public and private executives, professional staff and other officials;
- Relieves the supervisor of operational details by assembling, compiling and summarizing data into a concise form and preparing reports;
- Drafts routine and complex correspondence;
- Receives telephone calls and visitors and arranges for appointments and interviews;
- Provides information to callers in regard to laws, rules, regulations, operations and procedures governing the agency's operations;
- Obtains material from a variety of sources to be used for articles, reports and speeches;
- Maintains important and confidential records, schedules, expense accounts and office supplies;
- Reads reports and summarizes information to facilitate the supervisor's review;
- Types manuscripts, correspondence, statements, tables and forms from corrected copy, rough draft or oral instruction;
- Opens, sorts, reads and distributes incoming correspondence;
- Proofreads outgoing correspondence and reviews records for completeness and accuracy;
- Prepares and maintains statistical and numerical reports and records;
- Develops special forms and summaries using a variety of records in order to secure complete and accurate information;

Composes and signs outgoing correspondence;

Develops, revises and implements office procedures;

May use word processing, database, spreadsheet or desktop publishing computer software applications in order to prepare reports, charts, graphs or other documents;

May enter, update, verify and retrieve data using computer data base or spreadsheet software applications;

May take dictation using shorthand;

May supervise lower-level secretarial or clerical employees;

Performs other related duties.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of office practices, procedures and equipment;

Knowledge of business English, spelling, punctuation and grammar;

Skill in typing on a keyboard of a personal computer at a minimum speed of 40 words per minute may be required, depending on the specific requirements of the position;

Ability to compose routine and complex business correspondence;

Ability to establish, revise and implement office procedures;

Ability to draft routine and complex correspondence;

Ability to receive telephone calls and visitors and arranges for appointments and interviews;

Ability to maintain records and prepare reports;

Ability to perform basic arithmetic computations;

Ability to maintain confidentiality of records, reports and other material;

Ability to deal with officials, the public and co-workers in a courteous and tactful manner;

Ability to supervise lower-level secretarial or clerical employees;

Ability to communicate effectively.

## **MINIMUM QUALIFICATIONS**

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Four years performing secretarial work or clerical work involving typing duties.

Notes:

1. Additional secretarial or clerical experience may be substituted on a year-for-year basis for the required education.
2. Thirty credit hours with a major in secretarial science or office technology from an accredited college may be substituted at the rate of thirty credits for one year of experience for up to two years of the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in Administration classifications or Administrative, Clerical, or Office Services specialty codes in the Administrative Support field of work on a year-for-year basis for the required experience.

## **LICENSES, REGISTRATIONS AND CERTIFICATIONS**

NOT APPLICABLE.

## **SPECIAL REQUIREMENTS**

Demonstrated ability to accurately type on a keyboard on a personal computer at a minimum of forty words per minute may be required, depending on the specific requirements of the position.

## **ACKNOWLEDGEMENTS**

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

This is a Skilled Service classification in the State Personnel Management System. All positions in this classification are in Skilled Service positions. Some positions in Skilled Service may be designated Special Appointment in accordance with the State Personnel and Pensions Article, Section 6-405, Annotated Code of Maryland.

This classification is assigned to Bargaining Unit B, Administrative, Technical and Clerical. As provided by State Personnel and Pensions Article 3-102, special appointment, temporary, contractual, supervisory, managerial and confidential employees are exempt from collective bargaining. Additionally, certain executive branch agencies are exempt from collective bargaining and all positions in those agencies are excluded from collective bargaining.

Employees in this classification are eligible to receive overtime compensation. An employee who works more than the normal workweek is entitled to be compensated for that overtime, as provided by the State Personnel and Pensions Article, Section 8-305.

### **Date Established**

April 1, 2020

### **Approved By**

Director, Division of Classification and Salary

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**CLASS:** 005591; **EST:** 4/1/2020; **REV:** ;

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