

COMMONWEALTH OF PENNSYLVANIA TREASURY DEPARTMENT

UNION POSITION VACANCY

THIS NOTICE IS TO ANNOUNCE THAT A
VACANCY EXISTS AS DETAILED BELOW

- (1) Class Title: Administrative Assistant I
- (2) Class Code: T8210
- (3) Office: Board of Finance and Revenue
- (4) Pay Range: 5
- (5)*Last Day to apply for posted positions: **May 3, 2018**
- (6) Work Hours: 8:00am – 4:30pm
- (7) Work Location: ROC, Harrisburg, PA 17120

Patrick C. Tighe/pbf
Director of Human Resources

April 26, 2018
Date

TREASURY EMPLOYEES SHOULD USE THE ATTACHED BID FORM TO APPLY, WHICH CAN BE EMAILED TO PBLANCH-FRIEDRICH@PATREASURY.GOV. NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

ANYONE (other than Treasury employees) INTERESTED IN THIS POSITION USE ATTACHED APPLICATION OR GOTO <https://www.patreasury.gov/employment/> TO FILL OUT AN APPLICATION. PLEASE SUBMIT TO PBLANCH-FRIEDRICH@PATREASURY.GOV NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

ADMINISTRATIVE ASSISTANT I

DEFINITION: This is beginning level staff work performing varied assignments for an administrative manager.

An employee in this class is responsible for performing a variety of administrative staff assignments, which may include analyzing administrative or staff operations and procedures, developing and recommending work standards and procedures, conducting research, preparing various types of reports, which includes formatting documents, verifying accuracy of information and conducting mail mergers, and management of documentation. Assignments usually require familiarity with the functions of the agency in which the individual is employed, but expertise in a specific technical field is not required. Since all positions in this class involve a staff relationship to an administrator, supervision over other employees is not normally exercised. Assignments are carried out under the supervision of the administrator, and work is reviewed through conferences, reports, and evaluation of results.

EXAMPLES OF WORK: Prepares detailed and comprehensive legal briefs and orders drafted by the legal staff for review by the board members.

Performs various administrative assignments, such as management of documentation. Reviews and uploads routine correspondence; Coordinates document management with Department of Revenue; prepares files for pick-up by Revenue, which includes packing and moving file boxes.

Coordinates with internal legal staff and administrative staff regarding monthly legal brief coordination and printing.

Assists administrative superiors in establishing and maintaining cooperative working relationships with other governmental agencies.

Assists in the preparation of various reports.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Some knowledge of the principles and practices of public administration.

Ability to communicate effectively with internal legal and administrative staff.

ADMINISTRATIVE ASSISTANT 1 (CONTD)

Ability to manage and organize a large volume of work in a short period of time due to internal and external deadlines.

Strong proofreading skills.

Ability to carry out with some supervision, staff assignments requiring the organization of material and development of procedures.

Ability to contribute to the development of more efficient operational procedures.

Keen attention to detail.

Accurate data entry skills.

Proficient in Microsoft Office.

Ability to learn other computer programs.

Ability to pack and lift file boxes.

Excellent organizational skills

MINIMUM EXPERIENCE AND TRAINING: Such training as may have been gained through graduation from a two year college or university or any equivalent combination of experience and training.