



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0911
0912

ADMINISTRATIVE OFFICER

SCOPE OF WORK:

Individuals assigned to positions in this class series perform work associated with an administrative function requiring research, analysis, reporting, and/or on-going coordination among staff positions within an organization. May be responsible for directing the activities of a complex administrative support function involving a variety of support activities such as fiscal, purchasing, payroll, personnel, budgeting, and clerical support.

DUTIES PERFORMED AT ALL LEVELS:

- Conduct staff studies on a variety of subjects or projects.
- Prepare alternative recommendations for development, modification, or implementation of procedures, policies, or programs.
- Coordinate on-going projects, policies, or programs affecting multiple functions of the organization.
- Serve as a central contact point for administrative support activities.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

ADMINISTRATIVE OFFICER I

0911

GRADE I

LEVEL DEFINITION:

Individuals at this level perform duties requiring the analytical skills to conduct research, analyze and communicate results, and/or supervise clerical or administrative support personnel. Basic knowledge of the organization structure and mission are necessary to provide technical services.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Review and/or coordinate communications on major subjects prepared for the signature of the head of a major function, division, or branch.
- May supervise a staff of clerical or administrative support personnel performing a variety of administrative support functions in a large organization.
- May assist a higher level administrative staff officer in a large, complex administrative support function.

MINIMUM QUALIFICATIONS:

Requires three years of full-time work experience involving duties at a level of responsibility that would prepare an individual to perform the position's functions. The work experience must include lead worker or supervisory responsibilities within a large administrative support function. The agency will specify the nature of qualifying work experience at the time of recruitment. College-level course work in business administration or a field directly related to the work to be performed and specified by the agency may be substituted for the required work experience on a year-for-year basis.

ADMINISTRATIVE OFFICER II
GRADE K

0912

LEVEL DEFINITION:

Individuals at this level must have gained a higher level of knowledge of the structure and mission of the agency. Must also have experience to perform more complex investigations and research and handle increased administrative responsibility that may include oversight of a major administrative function such as accounting and budget and assisting in the development and maintenance of policies and procedures.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct investigations, research, or studies; complete special reports on specifically assigned projects or subjects of significant impact within the organization.
- Review and/or coordinate communications on major subjects prepared for the signature of the head of a large agency.
- Monitor major budget or cost items and provide guidance to work unit managers concerning spending levels.
- Monitor and/or approve major purchases within established guidelines.
- Coordinate interagency projects or programs and maintain status records and information.

MINIMUM QUALIFICATIONS:

Requires five years of duties at a level of responsibility that would prepare an individual to perform the position's functions. The work experience must include lead work or supervisor responsibilities within a large administrative support function. College-level course work in business administration, or a field directly related to the work to be performed and specified by the agency, may be substituted for the required work experience on a year-for-year basis. The agency will specify the nature of qualifying work experience at the time of recruitment.

Eff. Date: 10/74

Rev: 11/74

Rev: 12/77

Rev: 5/99 - Deleted third level and rewrote in current format

Rev: 7/12 - Conversion to Hay System