



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 0951  
0952  
0953

---

**ADMINISTRATIVE STAFF OFFICER**

**SCOPE OF WORK:**

Individuals perform a wide variety of professional-level administrative duties that normally include responsibility for management of administrative programs and projects. Work is normally performed under the guidance of an agency or department head or the director of a large division and may require individuals to represent the agency or division in matters of routine administrative importance. Responsibilities include involvement in a variety of special projects affecting the agency or department and requiring research and analysis; interpretation of organizational policies, standards, etc.; communication with internal and external contacts; and preparation of formal reports, letters, and similar documentation on matters concerning the organization.

**DUTIES PERFORMED AT ALL LEVELS:**

- Perform tasks relating to the administrative support requirements of the agency or department such as office management, fiscal and budgeting, purchasing, inventory control, personnel matters, and similar administrative responsibilities.
- Plan, coordinate, develop, distribute and maintain administrative policies, operating procedures, etc., affecting the organization's operations.
- Conduct investigations, studies, and/or research on a variety of assigned projects; prepare final reports and required documentation; coordinate project activities or information as needed; provide follow-up as required.
- Represent the agency or department at meetings or conferences; discuss programs or projects; interpret needed actions; provide or gather input; communicate with others as required.
- Provide a central point of contact for the organization to receive and distribute information, respond to inquiries, maintain schedules, records, and provide coordination of organizational projects and 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 STAFF OFFICER I**

0951

GRADE J

**LEVEL DEFINITION:**

Individuals at this level in the series perform duties requiring analytical and administrative skills necessary to provide professional-level coordination, interpretation, communication, and research in completing tasks. Many duties will require some

knowledge of the organization structure and mission in order to develop products or provide service in the most efficient manner. Many positions will require management of some support staff; usually those assigned to clerical support. Some positions may have less variety of duties but may be assigned the responsibility for at least one relatively complex program or project. Individuals at this level are expected to make routine decisions and provide input and recommendations on changes to the organizational administrative procedures.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- May have some direct or in-direct supervisory responsibility of non-professional level support staff.

**MINIMUM QUALIFICATIONS:**

Requires five years of work experience in high-level administrative support duties that included participation in the development, or modification, of major projects or procedures. Work experience must reflect an ability to conduct research, provide analysis and interpretation of information, and prepare formal reports. College-level course work in business administration, or a related field with course work reflecting the required abilities, may be substituted for the required work experience on a year-for-year basis.

**ADMINISTRATIVE STAFF OFFICER II**

0952

GRADE K

**LEVEL DEFINITION:**

Individuals at this level in the series will have gained a higher level of knowledge and experience to perform duties with a significant impact on the organization in terms of budget impact or procedural changes. Most duties require a thorough knowledge of the organization structure and mission in order to develop products or provide service in the most efficient manner. Most positions will require management of some other support staff and may include management of more than one support function. Positions with less variety of duties will have assigned responsibility for a number of complex programs or projects. Individuals at this level will make decisions and provide input and recommendations on changes to the organizational administrative procedures.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Develop and manage projects or programs that have a major impact on functions within the organization and require extensive research and development.
- May provide supervision to a number of support functions within the organization.
- May have administrative responsibility for one or more major programs requiring specific technical knowledge.

MINIMUM QUALIFICATIONS:

Requires seven years of work experience in high-level administrative support duties that included participation in the development or modification of major projects or procedures. Work experience must reflect an ability to conduct research, provide an analysis and interpretation of information, and prepare formal reports. College-level course work in business administration or a related field with course work reflecting the required abilities may be substituted for the required work experience on a year-for-year basis.

**ADMINISTRATIVE STAFF OFFICER III**

0953

GRADE L

LEVEL DEFINITION:

Individuals at this level in the series will have gained a thorough knowledge of the organization structure and mission, the management philosophy of the organization, and knowledge of the organizational goals and objectives in order to develop products or provide service in the most efficient manner. Most positions will require management of some other support staff and may include more than one support function of significant size or complexity. Positions with less variety of duties will have assigned responsibility for a number of complex programs or projects. Individuals at this level will make decisions and provide input and recommendations on changes to the organizational administrative procedures.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Initiate, plan, coordinate, and develop projects or programs that have major impact on functions within the organization and require extensive research and development.
- May have limited authority to act on behalf of the organization in specific circumstances or situations.

MINIMUM QUALIFICATIONS:

Requires ten years of work experience in high-level administrative support duties that included participation in the development or modification of major projects or procedures. Work experience must reflect an ability to conduct research, provide an analysis and interpretation of information, and prepare formal reports. College-level course work in business administration or a related field with course work reflecting the required abilities may be substituted for the required work experience on a year-for-year basis.

Eff. Date: 04/98

Rev: 7/12 – Conversion to Hay System