

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Administrative Assistant II</u> CLASSIFICATION CODE: <u>00401500</u> SALARY RANGE: <u>Grade 315A \$35,878 - \$39,305</u> REFERENCE POSITION NO.: <u>2890-10000-TBD</u> Department or Agency Name: <u>Other Comm. & Agencies</u> APPLICATION PERIOD: <u>12/20/11 - 1/3/11</u> Division/Section/Unit: <u>Board of Elections</u> Assignment(s) / Comments: _____ Shift and Days: <u>Mon. - Fri. Non-standard</u> Job Location: <u>50 Branch Ave. Providence</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No _____ Name of Bargaining Unit Union: <u>Council 94</u> There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position A/B or Both for Specific Instructions NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
General Information to Candidate	<p style="text-align: center; font-size: 2em; opacity: 0.5; transform: rotate(-15deg); font-weight: bold;">RESCIND</p> <p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bidders are being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form and R-EC-77A Alternative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and the name of the position.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">• The title of the position for which you are applying <li style="display: inline-block; width: 45%;">• Name of department where you are currently employed <li style="display: inline-block; width: 45%;">• Title of your present position and date you entered it <li style="display: inline-block; width: 45%;">• Your business telephone number <li style="display: inline-block; width: 45%;">• Date you entered State service <li style="display: inline-block; width: 45%;">• Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	<p>DUTIES / RESPONSIBILITIES: See Attached.</p>	
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>Education: Such as has been gained through graduation from a college of recognized standing. And/or</p> <p>Experience: Such as has been gained through employment in a responsible administrative position. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p> <p>Special Requirement: .</p>	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Ms. Andy Skipworth Board of Elections 50 Branch Ave. Providence, RI 02904</p> <p>Telephone #: <u>222-2345</u> Fax #: <u>222-3135</u> TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: Administrative Assistant II

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as an administrative assistant to the head of an agency and/or division by relieving such superior of routine administrative duties and responsibilities that is directly related to the primary function of the agency including processing of agency payroll and Purchasing procedures.

SUPERVISION RECEIVED: Receives general supervision from a superior with some latitude for the exercise of independent judgment; work is subject to review for conformance to policies, rules and instructions.

SUPERVISION EXERCISED: Usually none, but may coordinate the work of employee volunteers or student interns.

ILLUSTRATIVE EXAMPLES OF WORK PROFORMED:

To serve as an administrative assistant to the head of an agency or division by relieving such superior of routine administrative duties and responsibilities that is directly related to the primary function of the agency, including the requisitioning of supplies and equipment, including requisitions and purchase orders, processing and maintaining payroll records.

Manage the office of the campaign finance services, maintain campaign finance files; review and audit of campaign finance reports and organizations, process mail and perform data entry, scanning and posting of campaign finance reports.

Arrange hearings, conferences and meetings with public officials, representatives of the public, etc.

Exercise initiative and sound judgment in generating correspondence, preparing agendas, maintaining records, attending required meetings, and take minutes of meetings.

Review vouchers for payment to vendors, complete reports and conduct communications.

Gather information required for use as a basis for important administrative decision-making.

Conduct administrative studies, analyses and recommendations for proposed changes in policies, programs and procedures.

Assist candidates and committees with campaign finance report preparation and.

Responsible for the safekeeping of fees and fines collected by Campaign Finance Services.

Train campaign treasurers on the use of electronic reporting. Review reports filed both electronically as well as manually. Identify discrepancies, errors or filing violations. Prepare audits and reports for campaign committees including political action committees and ballot advocate records.

To do related work as required.

KNOWLEDGE, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of office management; a working knowledge of, and the ability to carry out, requisitioning, disbursing and depository control functions and knowledge of state payroll record system; a familiarity with the principles and practices of campaign finance administration; the ability to plan, organize and supervise the work of subordinates engaged in performing fiscal and clerical duties for the head of a department, agency or division; the ability to make administrative studies and analyses and to make recommendations based thereon; the ability to interpret and apply rules and regulations; the ability to handle important correspondence concerning policies and procedures; the ability to handle important but routine personal contacts; and related capacities and abilities.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college or recognized standing.

Experience: Such as may have been gained through: employment involving the performance of varied routine and challenging tasks and experience in making studies and analyses of office methods and procedures. Understanding and familiarity with RI Campaign Finance Laws & State Purchasing & Payroll procedures.

Or, any combination of education and experience that shall be substantial equivalent to the above education and experience.

Job Description Created:	December, 2011
Type of Service:	Unclassified/Union
Class Code:	00401500
Work Week:	35 hr/non-standard
Pay Grade:	315A
Pay Range:	\$35,878 - \$39,305