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Class Specifications for the Class:OPERATIONS ASSISTANTDuties Summary:

Assists a high-level administrator of a major State department in the performance of specialized administrative clerical functions on a department-wide basis and in the administrative housekeeping for his office and performs other duties as required.

Distinguishing Characteristics:

A position in this class serves at the top level of a major State department and is responsible for assisting in such department-wide functions as CIP planning and allotment control, out-of-state travel, personal service contracts and central files. The work involves the review of all documents and control on suspense dates or deadlines, follow-up on documents to insure technical and legal requirements, and the initial handling of inquiries on programs and functions.

The work also includes the performance of a variety of general office services and extensive intra- and inter-departmental contact.

The work is performed under general direction and in accordance with State regulations and departmental policies and procedures.

Examples of Duties:

Receives and reviews technical reports and documents, correspondence and other materials for proper action or referral; receives visitors and telephone calls and provides general information and referral to appropriate departmental offices or other agencies; makes appointments and schedules meetings; assists in such functions as the computation of numerical data and the compilation of various information for capital improvement project requests; the production of departmental capital improvements program documents or the processing of all departmental personal contracts and out-of-state travel; prepares initial budget estimates, maintains expenditure records, performs supply and inventory records work for an office, and may maintain a large departmental central file system; performs a variety of clerical work in the maintenance of files and records and processing the work of an office; may supervise a few clerical subordinates.

Knowledge and Abilities Required:

Knowledge of: Contract forms and procedures; office practices and procedures; grammar, spelling and word usage.

Ability to: Assist in the performance of a variety of administrative clerical functions such as in contracts processing, documentation of capital improvements programs, approval of out-of-state travel, and maintenance of departmental central files; deal tactfully and effectively with others; maintain proper controls to meet deadlines and other requirements.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class OPERATIONS ASSISTANT by the Department of Education Civil Service system.

DATE APPROVED: AUG - 4 2006

EFFECTIVE DATE: JUL - 1 2005



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