



State of Connecticut Human Resources
Administrative Assistant Manager's Form

Form #: PER-2
Revision Date: 12/2003

This form is for use by managers only. It should not be completed by incumbents. Agencies should submit this form along with a completed duties questionnaire (Form A PER-130) and an organizational chart for reclassification requests to Administrative Assistant.

Manager's Name Title Phone

Manager's Signature

Agency Division Department

If vacant position, how long has the vacancy existed?

If filled, when did the incumbent assume higher-level responsibilities with full independence?

The class of Administrative Assistant must perform secretarial and administrative duties, with the focus being on administrative duties. ADMINISTRATIVE DUTIES are those which involve an advanced level of accountability requiring a sound understanding of program policies and procedures. By providing us with information on the questions that follow and specific examples to support your statements, the level of the duties can be more easily assessed. After your response, also indicate the frequency for which each duty is performed by using the rating scale below and an overall percentage of time that the position performs these duties.

Table with 7 columns representing frequency ratings from 1 to 7, with corresponding descriptions like '1 or 2 times a year', 'Less than 1x each month', etc.

Frequency

- 1. In what ways does your secretary act for you?
2. What types of problems does your secretary resolve before they even come to you?
3. Interpersonal (What internal or external contacts does your secretary have? What is the reason for the interaction? What levels does your secretary deal with?)
4. Report writing (Does your secretary prepare or assist you in preparing reports? What kind of "sign-off" authority does your secretary have or what preparation is involved up to the sign off portion?)
5. What are some of the areas which you have authorized your secretary to handle independently? How does s(he) do this?

PLEASE INDICATE YOUR RESPONSES ON A SEPARATE SHEET OF PAPER AND ATTACH IT TO THIS FORM.