



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

DEPARTMENT OF  
**EDUCATION**

*Human Resources*

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**Nicole Jacobs, IPMA-SCP, SHRM-SCP**  
Director

**POSITION TITLE:** Administrative Assistant

**SALARY:** \$35,996.00

**PAY SCALE:** EC-24-00

**UNION:** American Federation of Teachers

### **DESCRIPTION**

This is staff work in coordinating office services, such as budgetary requests, records control, manuals, policies, procurement and simplification of reporting procedures. An employee in this class is responsible for facilitating management by attending to a variety of administrative details, which is necessary to ensure a smooth workflow. Work requires the use of considerable initiative and judgment. Employee works under the supervision of a higher-level officer who assigns duties, describes scope of goals and objectives and furnishes guidance only on critical issues. Work is reviewed through conferences, reports and achievement of objectives.

### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)**

- Supervises the work of subordinate personnel; assigns and reviews work for accuracy and completeness;
- Serves as an integral member of the office management team to provide substantive technical administrative advice in decisions affecting activities supporting program efforts;
- Identifies, analyzes and develops administrative policies and procedures for effective administrative operation. Prepares work plans and schedules, interprets regulations and policies;
- Studies departmental operational methods and makes recommendations to supervisor in order to improve workflow and simplify reporting procedures or implement cost reduction;
- Conducts studies and collects information on administrative problems; analyzes findings and prepares reports of practical solutions;
- Collects, analyzes and compares data and trends; prepares reports including observations, conclusions and recommendations;
- Reviews and responds to correspondence relating to agency operation;
- Coordinates collection and preparation of operating reports, such as time and attendance records, budgetary expenditures and other statistical data. Compiles data for and prepares periodic and special reports;
- Performs other related duties as required.



## **KNOWLEDGE, SKILL AND ABILITIES**

- Knowledge of the principles and practices of public and business administration;
- Knowledge of modern office procedures, practices and equipment;
- Knowledge of a variety of computer programs and software;
- Knowledge of research techniques and report writing;
- Knowledge of the principles of supervision and the ability to supervise the work of others;
- Ability to exercise resourcefulness in meeting new problems;
- Ability to prepare accurate, clear, complete and concise reports;
- Ability to analyze, interpret and report research findings;
- Ability to initiate and install administrative procedures and evaluate their effectiveness;
- Ability to interpret properly and to make decisions in accordance with laws, regulations and policies;
- Ability to advise and provide assistance relevant to improvement in administrative matters, resolution of problems and other changes;
- Ability to establish and maintain effective working relationships with all persons contacted during the course of work.

## **EDUCATION AND EXPERIENCE**

- Graduation from a four-year college or university with major course work in Political Science, Public or Business Administration or a related field;
- Four years managerial experience, dealing with personnel, procurement and budgetary matters; **or**
- Considerable experience dealing with personnel, procurement or budgeting, at least eight (8) years, which includes at least one year experience as an Administrative Officer III or a related capacity.