



October 30, 2000

TO: Personnel Administrators

FROM: Ken Allikian, Manager System Services
Robbin Lemmer, Minimum Qualifications Specialist

SUBJECT: Final Minimum Qualifications for Administrative Assistants classes(MQL 01-6) effective November 1, 2000

CLASSES INCLUDED:

The final changes in the MQs for the ASR class code G3A1* through G3A6** are attached to this letter. The job classes include the

- Admin Assistant Intern—G3A1IX
- Admin Assistant I—G3A2TX
- Admin Assistant II—G3A3XX
- Admin Assistant III—G3A4XX
- Office Manager I—G3A5XX
- Office Manager II—G3A6XX

BACKGROUND and FINAL MINIMUM QUALIFICATIONS

The MQs for these classes are a response to a special class system maintenance study (JEL01-1) done by the Job Evaluation and Compensation Team. Each agency will be able to set their own required typing speed for each position.

The work experience for education is required in all announced substitution statements. All of the others are at the agency's discretion. As core competencies are identified for the class and the tools are developed to effectively measure those competencies, they will be included in the class MQs. Competencies for a specific position may differ from those for the class.

ACTION NECESSARY:

These minimum qualifications also provide for an alternative to the traditional education and experience requirements. For some positions above entry, at the discretion of the agency, individuals may meet the qualifications for a position by meeting specific job related competencies. These competencies must be identified through the job analysis.

The minimum qualifications for the consolidated classes in the FS Occupational Group are as follows:

G3A – ADMINISTRATIVE ASSISTANT
October 30, 2000

Title/Class Code	Education and Experience	Substitutions
ADMINISTRATIVE ASSISTANT INTERN G3A1IX	None Some jobs require typing.	None
ADMINISTRATIVE ASSISTANT I G3A2TX	One year general clerical experience. Some jobs require typing.	College, university or non-correspondence business school course work may substitute for experience on a year for year basis.
ADMINISTRATIVE ASSISTANT II G3A3XX	Two years of general clerical experience. Some jobs require typing.	College, university or non-correspondence business school course work may substitute for experience on a year for year basis.
ADMINISTRATIVE ASSISTANT III G3A4XX	Three years of general clerical experience. Some jobs require typing.	College, university or non-correspondence business school course work may substitute for experience on a year for year basis.
OFFICE MANAGER I G3A5XX	Four years of general clerical experience which must have included one year at the level of Administrative Assistant III. Some jobs require typing.	College, university or non-correspondence business school course work may substitute for experience on a year for year basis.
OFFICE MANAGER II G3A6XX	Five years of general clerical experience which must have included two years at the level of Administrative Assistant III. Some jobs require typing.	College, university or non-correspondence business school course work may substitute for experience on a year for year basis.