

Minimum Qualifications  
**G3A – ADMINISTRATIVE ASSISTANT**  
 December 1, 2010

Title/Class Code	Education/Experience/Licensure/Certification	Substitutions
<b>ADMINISTRATIVE ASSISTANT INTERN</b>  <b>G3A1IX</b>	None	None
<b>ADMINISTRATIVE ASSISTANT I</b>  <b>G3A2TX</b>	One year general clerical experience.	At the agency's discretion, college or university course work, appropriate to the work assignment, may substitute for the experience on a year-for-year basis.
<b>ADMINISTRATIVE ASSISTANT II</b>  <b>G3A3XX</b>	Two years of general clerical experience.	At the agency's discretion, college or university course work, appropriate to the work assignment, may substitute for the experience on a year-for-year basis.
<b>ADMINISTRATIVE ASSISTANT III</b>  <b>G3A4XX</b>	Three years of general clerical experience.	At the agency's discretion, college or university course work, appropriate to the work assignment, may substitute for the experience on a year-for-year basis.
<b>OFFICE MANAGER I</b>  <b>G3A5XX</b>	Four years of general clerical experience which must have included one year at the level of Administrative Assistant III.	At the agency's discretion, college or university course work, appropriate to the work assignment, may substitute for the experience on a year-for-year basis.
<b>OFFICE MANAGER II</b>  <b>G3A6XX</b>	Five years of general clerical experience which must have included two years at the level of Administrative Assistant III.	At the agency's discretion, college or university course work, appropriate to the work assignment, may substitute for the experience on a year-for-year basis.