This document is meant to support Hiring Managers in identifying and outlining key differences in job duties, responsibilities and requirements as the jobs progress in the job family to easily identify and select the appropriate JD for their area.
**Administrative Assistant Progression**

<table>
<thead>
<tr>
<th>Administrative Assistant (I) (JD0098)</th>
<th>Administrative Assistant (II) (JD0099)</th>
<th>Administrative Assistant (III) (JD0064)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JE Results</strong></td>
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</tr>
<tr>
<td>• Grade 4</td>
<td>• Grade 5</td>
<td>• Grade 6</td>
</tr>
<tr>
<td><strong>Education and Experience</strong></td>
<td><strong>Education and Experience</strong></td>
<td><strong>Education and Experience</strong></td>
</tr>
<tr>
<td>• 2 year Community College diploma in Office Administration (or related field).</td>
<td>• 2 year Community College diploma in Office Administration or (or related field).</td>
<td>• 2 year Community College diploma in Office Administration (or related field).</td>
</tr>
<tr>
<td>• 2 years relevant experience.</td>
<td>• 3 years relevant experience.</td>
<td>• 4 years relevant experience.</td>
</tr>
<tr>
<td><strong>Scope of Job</strong></td>
<td><strong>Scope of Job</strong></td>
<td><strong>Scope of Job</strong></td>
</tr>
<tr>
<td>• Organize and perform a range of administrative duties that require a thorough understanding of established functions, policies, and procedures.</td>
<td>• Establish priorities for general office operations and is responsible for providing direction to others in how to carry out work tasks.</td>
<td>• Oversee the day-to-day administrative operations of a department.</td>
</tr>
<tr>
<td>• Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.</td>
<td>• Establish priorities for general office operations.</td>
<td>• Establishes priorities and schedules of projects.</td>
</tr>
<tr>
<td>• Schedule and coordinate a variety of meetings and events including room bookings, agendas, catering and travel arrangements.</td>
<td>• Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.</td>
<td>• Participates in the development and implementation of projects, work methods and procedures and recommends procedural changes to improve unit efficiency, including recommendations on staffing requirements.</td>
</tr>
<tr>
<td>• Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.</td>
<td>• Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.</td>
<td>• Provide policy and procedure information to others.</td>
</tr>
<tr>
<td>• Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.</td>
<td>• Follow up on and ensure appropriate implementation of decisions made by supervisor.</td>
<td>• Monitor and order office supplies.</td>
</tr>
<tr>
<td>• Provide policy and procedure information to others.</td>
<td>• Provide information on a variety of diverse and complex administrative issues.</td>
<td>• Source and obtain pricing information for office supplies and equipment.</td>
</tr>
<tr>
<td>• Gather and compile the paperwork required to facilitate hiring and payment processes.</td>
<td>• Provide direction to others in how to carry out work tasks.</td>
<td>• Monitor budgets and reconcile accounts. Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.</td>
</tr>
<tr>
<td>• Collect, verify, and input data into a variety of spreadsheets and databases.</td>
<td>• Establish adherence to quality standards and procedures. Ensure appropriate controls, monitor, and reconcile accounts.</td>
<td>• Contribute to the development of budgets for review and approval.</td>
</tr>
<tr>
<td>• Coordinate the calendar of supervisor and others and resolve scheduling conflicts.</td>
<td>• Ensure adherence to quality standards and procedures for short-term staff and volunteers.</td>
<td>• Implement and maintain budgets. Create financial projections and make adjustments to budgets throughout the fiscal year.</td>
</tr>
<tr>
<td>• Write a variety of formal notes and records such as meeting minutes.</td>
<td>• Provide direction to others in how to carry out work tasks.</td>
<td>• Exercise appropriate controls, monitor, and reconcile accounts.</td>
</tr>
<tr>
<td>• Update and maintain information on websites and social networks.</td>
<td>• Establish priorities for general office operations.</td>
<td>• Answer complex inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures.</td>
</tr>
<tr>
<td>• Format, word process, edit, and proofread a variety of documents and materials.</td>
<td>• Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.</td>
<td>• Collect, analyze, assess, and summarize information relevant to the decision-making process and develop recommendations for final approval and implementation.</td>
</tr>
<tr>
<td>• Apply standard mathematical skills such as calculations, formulas, and equations to perform routine calculations.</td>
<td>• Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.</td>
<td>• Develop estimates of time and resources for various activities and events.</td>
</tr>
<tr>
<td>• Monitor and order office supplies.</td>
<td>• Source and obtain pricing information for office supplies and equipment.</td>
<td>• Contribute to the development of budgets for review and approval.</td>
</tr>
<tr>
<td>• Source and obtain pricing information for office supplies and equipment.</td>
<td>• Set up and maintain filing systems, both electronic and hard copy.</td>
<td>• Implement and maintain budgets. Create financial projections and make adjustments to budgets throughout the fiscal year.</td>
</tr>
<tr>
<td>• Set up and maintain filing systems, both electronic and hard copy.</td>
<td>• Classify, sort, and file correspondence, records, and other documents.</td>
<td>• Exercise appropriate controls, monitor, and reconcile accounts.</td>
</tr>
<tr>
<td>• Classify, sort, and file correspondence, records, and other documents.</td>
<td>• Update and maintain confidential files and records.</td>
<td>• Answer complex inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures.</td>
</tr>
<tr>
<td>• Update and maintain confidential files and records.</td>
<td>• Handle sensitive material in accordance with established policies.</td>
<td>• Contribute to the development of budgets for review and approval.</td>
</tr>
<tr>
<td>• Handle sensitive material in accordance with established policies.</td>
<td>• Assemble, copy, collate, and disseminate a variety of documents and materials.</td>
<td>• Implement and maintain budgets. Create financial projections and make adjustments to budgets throughout the fiscal year.</td>
</tr>
<tr>
<td>• Assemble, copy, collate, and disseminate a variety of documents and materials.</td>
<td>• Open and distribute incoming mail and faxes.</td>
<td>• Exercise appropriate controls, monitor, and reconcile accounts.</td>
</tr>
<tr>
<td>• Open and distribute incoming mail and faxes.</td>
<td>• Prepare outgoing mail, faxes, and courier shipments.</td>
<td>• Answer complex inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures.</td>
</tr>
<tr>
<td>• Prepare outgoing mail, faxes, and courier shipments.</td>
<td><strong>Supervision</strong></td>
<td><strong>Supervision</strong></td>
</tr>
<tr>
<td>• No formal supervision of others is required.</td>
<td>• Provide direction to others in how to carry out work tasks.</td>
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</tr>
<tr>
<td></td>
<td>• Ensure adherence to quality standards and procedures for short-term staff.</td>
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</tr>
</tbody>
</table>

*Core job duties identified are in addition to the core job duties of the preceding roles/levels.*