# Instructions:

The table below lists the different minimum qualifications for the Administrative Support Series.

|  |  |
| --- | --- |
| **Classification & Compensation Services** | |
| **Administrative Support Series Minimum Qualifications** | |
| **Classification & Skill Level** | **Minimum Required Education and/or Experience** |
| Administrative Support Assistant I (ASA-I) – 1032-1 | High School diploma or its equivalent AND one year of experience in general office clerical work or one year of training in a vocational school/college. |
| Administrative Support Assistant II (ASA-II) – 1032-2 | High School diploma or its equivalent AND two years of experience in general office clerical or secretarial work or the equivalent. |
| Administrative Support Coordinator I (ASC-I) – 1035-1 | High School diploma or its equivalent AND three years of progressively responsible experience in general office clerical or secretarial work or the equivalent. |
| Administrative Support Coordinator II (ASC-II) – 1035-2 | High School diploma or its equivalent AND five years of progressively responsible experience in general office clerical or secretarial work or the equivalent. |

Equivalent experience for the **Administrative Support Series** is as follows:

AA Degree = 1 year of experience

BA Degree = 2 years of experience

MA Degree = 1 year of experience

# Instructions:

The table below lists the different minimum qualifications for the Administrative Analyst/Specialist Series.

|  |  |
| --- | --- |
| **Classification & Compensation Services** | |
| **Administrative Analyst/Specialist Series Minimum Qualifications** | |
| **Classification & Skill Level** | **Minimum Required Education and/or Experience** |
| Administrative Analyst/Specialist--Non-Exempt (AA/S--NE) – 1038-1 | Bachelor's degree AND/OR the equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs. |
| Administrative Analyst/Specialist--Exempt I (AA/S--EI) – 1038-2 | Bachelor's degree and/or the equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs, PLUS two years of related experience. |
| Administrative Analyst/Specialist--Exempt II (AA/S--EII) – 1038-3 | Bachelor's degree and/or the equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs, PLUS four years of related experience. |
| Administrative Analyst/Specialist--Exempt III (AA/S--EIII) – 1038-4 | Bachelor's degree and/or the equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs, PLUS five to six years of related experience. |