

Senior Administrative Services Officer. Salary Rate - Grade 35

This is a supervisory position. Overtime may be required with compensatory time provided.

Qualifications, Skills, and Ability: A master's degree or postgraduate coursework from a four-year college or university is preferred. Employees must possess the same qualifications as that of an Administrative Services Officer 3, in addition to any or all of the following additional qualifications for the job subclassifications. Equivalent experience elsewhere may be substituted for education and experience to some degree depending upon the type of experience. Additional qualifications:

- Ability to be cross-trained and to perform related duties included in the Administrative Services Officer (ASO) job series.
- Demonstrate a high degree of proficiency in directing and supervising LSA work procedures.
- Demonstrate knowledge of the legislative process.
- Assist in planning and coordinating activities of all administrative services units.
- Develop and set internal policies and procedures with the approval of the LSA Director.
- Select, assign, advise, and evaluate staff.
- Represent and speak for managers/administrators on most issues and can bind the LSA or settle disputes within general parameters set by the LSA Director.
- Require highly developed technical, organizational, interpersonal, and communication skills.
- Managerial skills and experience are essential.

Duties: Same duties as ASO 3/Indexer-Editor plus:

- As supervisor, must assume the responsibility for the supervision of work procedures under the general guidance of the Administrative Services Division Administrator or a legal publications editor.
- Assume the responsibility for the completion of work products under the general guidance of the Administrative Services Division Administrator or a legal publications editor.

This position ultimately reports to the LSA Director but may also report to the Administrative Services Division Administrator or one or more of the Division Directors.