

ASSISTANT

University of California, Los Angeles
November, 1979

Class Specification - B.15

Assistant IV - 4919

Assistant III - 4920

Assistant II - 4921

Assistant I - 4922

SERIES CONCEPT

Under supervision, Assistants perform duties ranging from unskilled to skilled and/or specialized in a variety of positions that typically require the use of manual, clerical, advising, public contact, and/or analytical skills, and perform other related duties as required.

The series is characterized by the generally temporary nature of appointments, the general absence of continuing responsibility for the work performed, and the diversity of duties that may be assigned.

The Assistant series consists of four levels, with the distinction between levels based on the relative degree of difficulty inherent in the manual, clerical, advising, public contact, and/or research related duties performed; the extent of assigned responsibility for coordinating the work of other employees and the availability of free time for such activities as studying and reading during work hours.

Typical duties performed at the various levels in the series are determined by the special requirements of the positions involved.

CLASS CONCEPTS

Assistant IV

Under general supervision, Assistant IV's perform a variety of complex duties in support of academic research projects; perform clerical, manual, advising, and/or public contact duties that require the use of specialized skills, and may, in addition, coordinate the work of a group of lower level Assistants.

The Assistant IV class is distinguished from the Assistant III class by the greater degree of complexity involved in research and related assignments, more frequent use of specialized skills, and/or the responsibility for coordinating the work of a larger group of Assistants.

Note: Specific examples of job duties are defined by the appropriate user departments.

Assistant III

Under general supervision, Assistant III's perform a variety of skilled duties in support of academic research projects, student advising and contact with the public; perform clerical and manual duties that involve limited use of specialized skills; and may in addition coordinate the work of a group of lower level Assistants.

The Assistant III class is distinguished from the Assistant II class by the greater use of specialized skills and/or the responsibility for coordinating the work of one or more groups of Assistants.

Note: Specific examples of job duties are defined by the appropriate user departments.

Assistant II

Under supervision, Assistant II's perform a variety of clerical and/or manual related duties that are usually semi-skilled in nature and do not require extensive skill, training, or experience.

The Assistant II class is distinguished from the Assistant I class in that the duties assigned at the Assistant I level are unskilled in nature and usually allow incumbents time for such activities as studying and reading.

Note: Specific examples of job duties are defined by the appropriate user departments.

Assistant I

Under close supervision, Assistant I's perform a variety of unskilled clerical and/or manual related duties. The nature of duties assigned at this level may provide incumbents with free time for such activities as studying and reading. Incumbents may be required to have a general knowledge of the areas to which they are assigned.

Note: Specific examples of job duties are defined by the appropriate user departments.

MINIMUM QUALIFICATIONS

Incumbents for positions included in the Assistant series are expected to have the ability to read, write, perform basic arithmetic calculations, follow oral instructions and possess the skills, knowledges, and abilities essential to the successful performance of the duties assigned to the position.

Note: Specific minimum qualification requirements are defined for positions by the appropriate user departments.