REFERENCE LIST – "ADMINISTRATIVE ASSISTANT" LEVEL FUNCTIONS & TASKS

*Officials established in the C and D categories before 1ˢᵗ May 2004 (with a career path limited respectively to the grade AST7 et AST5) who apply for **attestation** (as from the 2007 attestation exercise) are invited to declare on which occasion(s) they think they **demonstrated their potential** to perform "Administrative assistant" (ex-B) level functions and/or tasks over a reference period. The candidates should be aware that it is not the number of tasks and/or functions they performed which shall be taken into account but rather the relevance of the professional experience and of the information declared*

In order to evaluate if a candidate demonstrated his/her potential, his/her reporting officer and countersigning officer shall take into account his/her declarations, the time devoted to the relevant functions and/or tasks, the quality of his/her performance, the evaluation reports, the level of responsibility held and the ability to act and react independently.

- ❑ manage/supervise a team
- ❑ write documents (PV, briefings, reports, etc.) demonstrating a high level of independence
- ❑ coordinate / supervise information and document management
- ❑ conduct a meeting; actively contribute to the meeting; draw conclusions
- ❑ contribute towards the preparation of reports; present their results and recommendations
- ❑ coordinate activities with other Units / Directorates / DGs / Institutions
- ❑ elaborate internal procedures and corresponding manuals
- ❑ implement administrative / IT / budgetary operations including the interpretation of regulations and/or instructions
- ❑ manage projects / programmes / action plans
- ❑ contribute towards the planning and the allocation of human / financial / IT / other resources
- ❑ manage/develop IT systems, help tools, data bases
- ❑ elaborate statistics
- ❑ follow the budget execution
- ❑ initiate and/or check financial operations
- ❑ control the preparation of call for tender and requests for quotes
- ❑ supervise the process of financial / budgetary operations or procedures
- ❑ elaborate and carry out control and audit missions
- ❑ contribute to the implementation and the carrying out of the internal control standards
- ❑ contribute to the control of Community legislation implementation and/or infringement handling
- ❑ elaborate and carry out laboratory tests / scientific or technical projects; develop scientific methods
- ❑ elaborate prevention and intervention measures in the field of security and contribute to their implementation
- ❑ develop the structure of websites and manage their update
- ❑ after identification of the needs, index books, documents & electronic resources; manage and update thesaurus and index

HR.B.4, May 2010