



CITY OF TORRANCE
Administrative Support/Professional Series
Career Ladder

Administrative Services Manager
 BA in Business/Public Admin. & 5 years progressively responsible professional experience, & 1 year management or supervisory experience. Assigned to Police Records – POST Records Supervisor Cert, CLETS



Business Manager/Senior Business Manager
 BA in Business/Public Admin. & 2-4 years of progressively responsible administrative or analytical experience; at least 1 year of supervisory or lead experience of a major program area.



Administrative Analyst
 BA in Public Admin, Business Admin or related field & 1 year professional experience, or 2 years of related college course work and 4 years of progressively responsible administrative or analytical experience.



Supervising Administrative Assistant
 HS Grad or GED Cert. & 4 years admin/exec experience and/or administrative work and complex office administration duties within a public agency, which includes at least one year of experience in a lead or supervisory position; courses in office administration and secretarial practices are desirable.



Senior Administrative Assistant
 HS Grad or GED Cert. & 3 years administrative experience; courses in office administration and business occupations and experience in a lead capacity are desirable.



Administrative Assistant II
 HS Grad or GED Cert. & 3 years clerical and customer service experience



Administrative Assistant I
 HS Grad or GED Cert. & 1 year clerical & customer service experience.

----- Requires add'l training or educ. to qualify for promotion

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