

Administrative Support

APS Minimum Recruitment Standards

Subsidiary Agreement:	001
Effective Date:	October 1, 2004
Stream Definition:	Work in this stream encompasses a broad range of jobs involved in providing administrative, program, office and/or information/automation support functions associated with the administrative delivery of government services and programs. Work in this stream ranges from entry level administration to those performing senior level administrative functions such as office coordination/supervision. Typical work includes secretarial and office support (i.e. Action Request Tracking System, etc.) and/or providing one or more core administrative support services such as records management, finance (accounting), purchasing, human resources, etc. This stream also includes administrative functions performed in support of line program delivery requiring a specialized knowledge of the program's administrative/process support functions, and the process, operations and/or legislation of the program. Program support function also encompass the provision of program information through call centre services. Other jobs utilize data/information processing skills as well as a knowledge of the related program area to perform desktop publishing, word processing, collection and compilation of data relevant to their area of responsibility as well as create, record, process, manipulate, format, retrieve, print and code data.

Minimum Recruitment Standards: Administrative Support 1
 Administrative Support 2
 Administrative Support 3
 Administrative Support 4
 Administrative Support 5
 Administrative Support 6

Administrative Support 1

Minimum Recruitment Standard:

- Some high school education.

Equivalency: Directly related experience considered on the basis of one year of experience for one year of education.

Class #:

- [011AS](#)

Administrative Support 2

Minimum Recruitment Standard:

- High school diploma.

Equivalency: Directly related experience considered on the basis of one year of experience for one year of education.

Class #:

- [012AS](#)

Administrative Support 3

Minimum Recruitment Standard:

- High school diploma and one year of related experience.

Equivalency: Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

Class #:

- [013AS](#)

Administrative Support 4

Minimum Recruitment Standard:

- High school diploma and two years of related experience.

Equivalency: Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

Class #:

- [014AS](#)

Administrative Support 5

Minimum Recruitment Standard:

- High school diploma and three years of related experience.

Equivalency: Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

Class #:

- [015AS](#)

Administrative Support 6

Minimum Recruitment Standard:

- High school diploma and four years of related experience.

Equivalency: Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

Class #:

- [016AS](#)

Last Review / Update: 2019-07-11