



Administrative Assistant I

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

To perform a wide variety of complex administrative support functions to support a department or division.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the administrative support series. Positions in this class are distinguished from other classes within the series by the difficulty and complexity of duties assigned. Employees perform some of the more difficult and responsible types of duties assigned to classes within this series including administrative support of a division, to a Commission, or a department. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and may supervise lower level administrative support positions. Incumbents must be able to use independent judgment in applying the body of technical information in the performance of an important departmental function and complete responsibility for the function with review by management on overall results. This is the first classification used to provide administrative support to department heads. The next higher class is Administrative Assistant II.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from professional or management personnel, or a higher level administrative position.

May exercise direct or technical supervision over lower level administrative positions.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Type and proofread a wide variety of correspondence, reports and other material for the department or division head or other appropriate staff.
- Independently compose correspondence related to responsibilities assigned.
- Provide information and assistance to a variety of interested parties, screen telephone calls, emails and visitors, referring them to appropriate party or agency.
- Perform a variety of other administrative detail in areas such as monitoring of budgetary expenditures and fund levels, process time cards, payroll and accounts payable and receivable documents.
- Operate a variety of office equipment including computers, calculators and copiers; establish and maintain records management services for the department.
- Strong knowledge and experience in the use of Microsoft Office applications including Word, Excel, Publisher, and Power Point.
- Arrange appointments, meetings, conferences and trips for the division or department head and staff as required.
- Maintain a variety of statistical records; input, format, and process statistical data; check and tabulate data; prepare simple statistical reports; compile data for inclusion in reports and other documents and/or for use by other staff members. .
- Issue permits, process permit refunds, and maintain permit files electronically.

- Research records for information and compile summaries and tabulations which may be submitted directly to the requesting individual or agency.
- Respond to complaints and requests for information on regulations, procedures, systems and precedents relating to responsibilities assigned.
- Provide administrative support to a Commission as assigned; attend meetings of the Commission; record, transcribe, type and distribute minutes.
- Maintain personnel and payroll records of department personnel; process a variety of forms to initiate changes in records.
- Perform general clerical work including filing, scheduling appointments, ordering and maintaining office supplies, sorting and distributing department mail, act as receptionist, answer telephone and provide timely customer service to the public.
- May operate a two-way radio for messages and dispatching personnel.
- May direct the work of other administrative or support personnel.
- May perform class registrations, facility registrations and rentals; may receive monies and record payments as appropriate, and may prepare summaries of transactions.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: Principles of office management; modern office methods, procedures practices, and computer equipment and programs; Microsoft Office applications; the functions and organization of municipal government and the particular department; basic mathematics; English usage, spelling, grammar, and punctuation; business correspondence and basic report writing; and comprehensive record retention systems; basic principles of supervision and training.

Ability to: Perform responsible and difficult secretarial work involving the use of independent judgment; effectively manage office administrative functions; understand and utilize a geographic information system (GIS); use excel spreadsheets; put PowerPoint presentations together; manages email files; acquire a thorough knowledge of department functions, procedures and policies and a working knowledge of city operations; work independently and make decisions on work priorities and procedural matters with only limited direction received; maintain accurate and complete records; speak, read and write correct English; handle, maintain and process cash and related records; deal with people and matters with confidentiality and sensitivity; work effectively and cooperatively with other staff and the public; type at a speed necessary for successful job performance.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education & Experience: Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be graduation from high school and four years of increasingly responsible administrative and clerical experience. Prior experience with a municipality or county is preferred.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Work extended or irregular hours at times; sit at a desk and/or stand at a counter for long periods of time; stand and walk for moderate periods of time; crouch/stoop/squat occasionally. Hear phones and normal conversations; deal with peoples of all cultures, remaining calm during difficult situations.

Administrative Assistant I
 (Secretary)
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