



## JOB DESCRIPTION

**Title:** Administrative Assistant

**Department:** Varies

**Reports to:** Varies

**Pay Grade:** 50

**Date Adopted:** June 19, 2020

**Previous Revision Date:** November 8, 2016

**Last Revision Date:**

**Type:** ☒ Full Time

☐ Part Time

**FLSA:** ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

**Union:** ☒ Yes

☐ No

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### Job Summary:

Perform a variety of clerical duties such as typing correspondence, reports, and other documents. Establish and maintain manual and computerized files, records, and logs. Answer questions and provides information. Serve as the general receptionist answering phones and taking messages. Must possess strong skills in Word, Excel, and PowerPoint.

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### Essential Functions:

1. Provide administrative, clerical, and customer assistance. Greet customers, prepare required paperwork, process payments, answer inquiries, and routine correspondence.
2. Answer telephone and assist the general public. Provide routine and general information regarding departmental and City policies and procedures. Respond to questions and requests for information or direct individuals to appropriate office, department, or personnel. Relay messages, make appointments, or schedule meetings.
3. Receive complaints by phone or in person.
4. Provide administrative support for Department. Type and proofread a variety of documents including correspondence, reports, memos, letters, notices, forms, notes, etc.
5. Maintain and update information by hand or via data entry in various manual and computerized files, records, and logs. May purge files and prepare for document imaging. Organize files and retrieve data effectively.
6. Receive, sort, and distribute incoming and outgoing mail.

7. Order, inventory, and maintain adequate office supplies. Maintain office equipment and arrange for repair when necessary.
8. Issue a variety of City permits, memberships, and licenses. Review completed forms for accuracy and obtain necessary approvals.
9. Inspect incoming materials and documents to ensure compliance with applicable federal, state, and local rules and regulations and charge an appropriate fee.
10. Process daily receipts and maintain cash drawer.
11. May report to a number of supervisors. Organize and prioritize a number of varying tasks and generate work product in time frames given.
12. May maintain calendar and schedule of activities, meetings, and various events. Set up meetings and appointments. Coordinate activities with other City Departments, the public, and outside agencies. Coordinate travel arrangements and ensure that meeting facilities are prepared.
13. Prepare advertisement for bids and bid schedule for various projects for the City. Compile contract documents and send out properly signed contracts. Provide information to City Clerk to post online.
14. May attend meetings, take minutes, and transcribe as necessary. Coordinate and participate in the preparation and processing of agendas. Ensure agenda packet is complete. Publish public notice of meetings and/or hearings. Coordinate the duplication, collation, and distribution of agenda packets.
15. Monitor and document activity occurring in their respective department to ensure compliance with applicable federal, state, and local rules and regulations.
16. Perform miscellaneous and general office duties as needed.
17. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
18. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
19. Keep confidential information confidential.
20. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
21. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.

22. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
  23. Perform other work which is consistent with the essential functions of the job.
  24. Perform other duties as assigned.
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**Education and Special License(s)/Certifications:**

High School diploma or equivalent required.

Associates Degree or additional courses in typing, bookkeeping, data entry, and office procedures and practices or equivalent experience preferred.

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**Experience:**

One (1) year of previous clerical experience preferred.

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**Skills:**

1. Effective oral and written communication skills.
  2. Good listening skills.
  3. Ability to perform basic math and accounting skills.
  4. Ability to apply accounting and bookkeeping procedures.
  5. Ability to work in office-cubical environment.
  6. Organizational skills.
  7. Analytical skills.
  8. PC computer skills. (Windows-based word processing and spreadsheet software skills).
  9. Manual dexterity.
  10. Ability to work in environment with constant interruptions.
  11. Good typing and data entry skills.
  12. Reading.
  13. Good customer/public relations.
  14. Ability to work independently.
  15. Working knowledge of word processing, email, and scheduling computer software applications.
  16. Excellent interpersonal skills.
  17. Excellent grammar, punctuation, spelling, and proofreading skills.
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**Mental Requirements:**

1. Ability to organize files and retrieve data effectively.
2. Ability to learn and understand PC software applications.
3. Alpha and numeric recognition.
4. Ability to prioritize work.
5. Logical reasoning.
6. Patience.

7. Ability to carry out assignments through oral and written instructions.
  8. Concentration.
  9. Accounting principles.
  10. Ability to compute basic math computations.
  11. Ability to work on several projects at once.
  12. Ability to work under distracting conditions.
  13. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
  14. Ability to train and guide others.
  15. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
  16. Ability to analyze complex problems and recommend possible solutions.
  17. Ability to multi-task.
  18. Ability to work under pressure.
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**Physical Requirements:**

1. Ability to lift 20 pounds and transport 20 feet.
  2. Ability to make and receive phone calls.
  3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
  4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
  5. Hand and eye coordination adequate to input computer data and operate various office equipment.
  6. Ability to sit and be attentive for extended periods of time.
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**Supervisory Responsibility (Direct and Indirect):**

None

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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:

**Tobias J. Tempelmeyer, City Administrator**

**November 8, 2016**