



ADMINISTRATIVE ASSISTANT

NATURE OF WORK

Position includes clerical and/or accounting work of a moderate to difficult nature. Employees in this class perform operations which require the exercise of judgment based upon knowledge gained through experience. Work decisions are made in accordance with established precedents and departmental policies. Employees will work under close supervision until proficient in more complex tasks, but thereafter detailed instructions will only be given upon instituting a change in procedure and for unusual or difficult matters. Work quality is reviewed through reports and inspection by the supervisor. Employees in this classification will facilitate the administrative operations of the department.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties. The examples listed do not include all of the duties and functions which the employee may be expected to perform.

1. Compose and/or transcribe correspondence, notices, documents, agendas, bid packages, records, permits, certificates and other items as required.
2. Participate in providing information for the development of the departmental budget.
3. May serve as recorder during meetings and preparing the minutes for official meetings.
4. Compile information for program offerings and develop departmental pamphlets.
5. Assist in organization and scheduling of appointments and departmental activities.
6. Assemble materials and agenda packets for meetings and departmental programs and distribute agenda packets for official meetings.
7. Create, update and maintain confidential personnel, medical, and legal files.
8. Assist with registration of departmental and City programs, permits and activities and maintain related records.
9. Record and compile statistics for various records and reports including incident reports and investigations.
10. Answer telephone and "walk in" information requests, including handling complaints.
11. Secure telephone quotations on purchases and process requisitions for the purchase of equipment and supplies, and maintain records of same.
12. Competency in the use of office equipment and ability to provide assistance to others in its operation.
13. Prepare payroll and activity records, facilitate departmental operations and statistical information and compose and/or transcribe correspondence and reports.

14. Utilize computer to facilitate departmental operations, reports, etc.
15. Perform related work as required.

QUALIFYING KNOWLEDGE, SKILLS AND ABILITIES

All of the following knowledge, skills, and abilities (KSA's) are essential qualifications. An employee in this class, upon appointment, should have at least the equivalent of the following:

- High school diploma or GED. Prefer business related Associates degree.
- Established knowledge of office practices, equipment, and procedures.
- Elevated understanding and use of business English, grammar and file management.
- Advanced skill, speed and accuracy in keyboarding and with computer program operations and software.
- Experience with phone systems and etiquette.
- Moderate to high level verbal and written communication skill.
- Proven accuracy in the preparation and maintenance of records, correspondence, reports and tabulations.
- Demonstrate a positive, tactful, and courteous demeanor in communicating with the public, City staff, and business contacts.
- Ability to see and hear proficiently to complete the listed duties and functions.

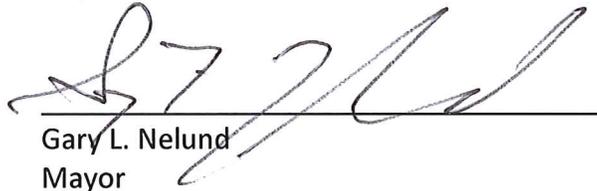
Approved:



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