

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Administrative Assistant II	Department: All Departments	
Reports to: Department Supervisor	FLSA Classification: Non-Exempt	
Career Ladder: Administrative Assistant III	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to perform a wide variety of complex clerical and administrative office support duties that are specialized to an assigned department; to provide receptionist duties, customer service to the public and internal customers, basic clerical accounting support and furnish accurate information and assistance regarding departmental policies and procedures; utilize data processing, word processing, spreadsheet and presentation computer software; and to perform other related duties as assigned

CLASS CHARACTERISTICS:

This is the experienced level in the Administrative Assistant classification series. Incumbents perform the full range of duties requiring more specialized knowledge and training in an assigned area. Incumbents possess technical or functional expertise in a program area and are assigned specialized duties. This class is distinguished from the Administrative Assistant III position in that the latter is the journey level and performs duties with only occasional instruction or assistance. Receives supervision from management or higher level administrative office support staff.

ESSENTIAL RESPONSIBILITIES:

Assist the public over the telephone or in person and provide information on departmental policies and procedures in response to inquiries and complaints related to assigned area of responsibility; refer inquiries as appropriate

Type, proofread and process a variety of documents including general correspondence, agendas, proclamations, memos, and statistical charts from rough draft, transcribe from Dictaphone recordings or verbal instruction

Perform a wide variety of general clerical work including the maintenance of accurate and detailed records and files, verifying accuracy of information, researching discrepancies and recording information

Independently research and compile information and data for statistical and financial reports; maintain a variety of statistical records; check and tabulate statistical data

Use standard computer office software and equipment including word processing and spreadsheet packages, databases and graphics and may use desktop publishing or software particular to the area assigned

Initiate and maintain a variety of records and files for information and data related to area of responsibility

Compose narratives and articles regarding assigned area for employee newsletter

Contact the public and outside agencies in acquiring and providing information and making referrals

Maintain appointment calendars for supervisors

Schedule appointments, meetings and various other departmental activities

Assist in budget preparation and monitor expenditures; prepare budget reports

Receive, sort and distribute incoming and outgoing correspondence

Order and maintain office supplies

Performs other or related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Modern office practices, policies, procedures, methods; Standard office equipment such as telephone, personal computer, printer, typewriter, copier, microfilm, electronic mail, calculator, fax and other standard office machines; Computer software such as word processing, database, and spreadsheet calculations; Receptionist and telephone techniques; Proper English usage, spelling, grammar, and punctuation including basic mathematics; Methods and procedures of purchasing.

Skilled in – Use of computers, computer applications, and software

Ability to - Interpret and apply the policies and procedures of the function to which assigned; Perform general clerical work including maintenance of appropriate records and compiling information for reports; Operate and use modern office equipment including a word processor and related equipment; Transcribe and/or type or use word processing to produce clear, clean, accurate documents in a timely manner; Perform basic mathematical calculations; Accept fees and charges including making change and deposits and perform basic record keeping duties; Establish and maintain effective work relationships with those contacted in the course of work; Communicate effectively, both orally and in writing; Understand and carry out oral and written directions; Maintain a regular and reliable level of attendance

Licenses and Certificates – Possession of or ability to obtain a valid California Driver's License may be required. Typing certificate at a rate of speed of 30 WPM

Physical Abilities and Work Environment – While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience –Two years of increasingly responsible general office support experience including customer service duties and the use of standard computer office software packages

Education -High School Diploma or equivalent. Specialized course work in office practices such as computer software packages, typing, filing, and bookkeeping is desirable.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date