

CITY OF WASCO POSITION DESCRIPTION

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

POSITION SUMMARY:

The fundamental reason this classification exists is to provide a variety of clerical and administrative office support duties, including receptionist and customer service duties; public contact work; document preparation, file maintenance, data entry, word processing; and basic clerical accounting support to an assigned department; and to perform other related duties as assigned.

CLASS CHARACTERISTICS:

This is the entry level position in the Administrative Assistant classification series. Incumbents in this class perform routine general office support duties, initially under close supervision. As experience and skill are gained, incumbents are expected to perform assigned duties with increasing independence. This class is distinguished from the Administrative Assistant II position in that the latter is the more experienced level and provides more difficult administrative office support requiring specialized knowledge in an assigned area. Receives supervision from management or higher level administrative support staff. Provides no supervision.

ESSENTIAL RESPONSIBILITIES:

Perform receptionist duties; answer the telephone and provide general assistance and information to the public and internal customers regarding department policies and procedures as required

Type, proofread, and process a variety of documents, including general correspondence, 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 records, verifying accuracy of information, researching discrepancies, and recording information

Copy, sort, collate, and staple a variety of documents, blueprints, reports, and correspondence

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

Inventory, order, and maintain office supplies; contact maintenance services for office machines and equipment

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

Receive, sort, and distribute incoming and outgoing correspondence; deliver deposits to the bank as necessary

Apply departmental policies and procedures in determining eligibility of applicants for types of classes or permits; issue permits and forms; collect and process appropriate fees

Use standard computer office software and equipment including word processing and spreadsheet packages

Performs related duties as assigned

MINIMUM QUALIFICATIONS:

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

Skilled in – Report preparation; Research methods.

Ability to - Learn to operate photocopy, offset, and related duplicating machines and folding, collating, cutting, hole punching equipment as required and use a postal manual, scale and metering machine; Operate a personal computer and related equipment; Type or use word processing to produce clear, clean, accurate documents in a timely manner; Deal tactfully and courteously with the public and City staff; Perform clerical and record keeping duties; Communicate effectively, both orally and in writing; Understand and carry out oral and written direction; Establish and maintain effective work relationships with those contacted in the course of work; Maintain a regular and reliable level of attendance

Licenses and Certificates –. Typing certificate for 25 WPM. Possession of or ability to obtain a valid California Driver's License may be required

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 required to; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. May be expected to lift and move containers weighing up to 25 lbs. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Occasionally set up graphics, tables, and chairs for meetings.

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 – One year of experience providing general office support duties.

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