

ADMINISTRATIVE ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, independently performs a full range secretarial, advanced clerical, and routine administrative and programmatic work of a general or specialized nature in support of assigned programs, division, or department with only occasional instruction or assistance; exercising judgment and initiative, relieves assigned staff of clearly defined and delegated administrative or technical detail; may serve as secretary to councils, commissions and/or boards; and may act as office receptionist. The Administrative Assistant class is distinguished from the Department Assistant class in that the latter routinely performs duties and assignments that require confidentiality and discretion related to employee and labor relations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plans and organizes work activities; recommends improvements in work flow, procedures and use of equipment and forms; implements improvements as approved; develops and revises office forms and report formats as required; organizes and maintains filing systems; maintains records related to specific area of assignment.
- Performs a wide variety of complex and responsible duties for assigned staff; relieves supervisor of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
- Performs a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintains a variety of accounting records, logs, and files; verifies, balances, and adjusts accounting records; may receive payments and collect fees.
- Participates in developing and monitoring the assigned budget; compiles annual budget requests; monitors approved budget accounts.
- Participates in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participates in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
- Verifies and reviews materials, applications, records, and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, and reports; provides information and forms to the public; collects and processes appropriate information.
- Serves as liaison between assigned office and other City staff, the general public, and outside agencies; provides information and assistance as appropriate; explains programs, policies, and activities.
- Screens office calls, visitors, and mail; provides information and assistance including responding to sensitive requests for information and assistance; researches information related to City regulations and office policies; assists the public and other City staff in interpreting and applying City policies, procedures, codes, and ordinances; may sort and distribute mail.

CITY OF ESCONDIDO

Administrative Assistant (*Continued*)

- Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities with other City departments, the public and outside agencies; coordinates and processes staff travel arrangements.
- As assigned, arranges and coordinates meetings for boards, commissions, and outside agencies; prepares agendas and correspondence; attends meetings and takes, transcribes, and assures proper distribution of minutes.
- Types, word processes, and proofreads a wide variety of reports, letters, memoranda, and correspondence; types from rough draft, verbal instruction, or transcribing machine; independently composes correspondence related to assigned area of responsibility.
- Utilizes various computer applications and software packages; develops, enters data, maintains, and generates reports from a database or network system; creates and administers mailing lists; designs, maintains, and utilizes data to develop reports using spreadsheet software; creates, formats, and revises charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing software.
- Collects information for, designs, and produces newsletters, brochures, and other specialized documents using desktop publishing software and other computer applications.
- Ensures that all required supplies are available as needed and that the facility and equipment are in proper working order.
- Attends and participates in staff meetings as required; may attend public meetings or hearings and be required to take and maintain minutes for such meetings.
- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Modern office procedures, methods, and equipment including computers.

Computer applications such as word processing, spreadsheets, and statistical databases.

Principles and practices of fiscal, statistical and administrative research and report preparation.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Methods and techniques of public relations.

Mathematical principles.

Basic principles and practices of budget preparation and administration.

English usage, spelling, grammar and punctuation.

Ability to:

Perform a full range of secretarial, advanced clerical, and routine administrative and programmatic work of a general or specialized nature involving the use of independent judgment and personal initiative.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures.

Effectively represent the City to outside individuals and agencies.

Research, compile, analyze, and interpret data.

CITY OF ESCONDIDO
Administrative Assistant (*Continued*)

Participate in the preparation of a variety of administrative and financial reports.
Prepare correspondence and memoranda.
Implement and maintain standard filing systems.
Type at a speed necessary for successful job performance.
Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
Operate and use modern office equipment including a computer and various software packages.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Exercise good judgment in maintaining critical and sensitive information, records, and reports.
Demonstrate an awareness and appreciation of the cultural diversity of the community.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. Additional specialized course work in secretarial science, office practices, or a related field is desirable.

Experience:

Two years of increasingly responsible clerical experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting. Exposure to dust from paperwork. Work schedule is 9/80 with alternating Fridays off in a biweekly period. Work environment is both formal and informal, team- and autonomy-oriented, having variable tasks, pace and pressure.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.