

## CLASSIFICATION SPECIFICATION

**CITY OF MARYSVILLE, CA**

**Date:** September 2013

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CLASS TITLE:	<b>Administrative Assistant</b>	JOB CODE:	10704
WORKING TITLE:	Administrative Assistant	FLSA STATUS:	Non-Exempt
REPORTS TO:	Department Head	HIRING STATUS:	Career

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### **JOB SUMMARY**

Under limited direction, the Administrative Assistant performs a variety of highly responsible, confidential, and complex administrative support duties for a department head; completes technical and functional duties of a clerical nature; and performs a variety of administrative support functions for a city department in both routine and specialized activities.

Limited direction is provided by a department head or designee. Responsibilities may include the direct and indirect supervision of other personnel.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Assistant independently performs high-level administrative and advanced journey level secretarial work in support of a department head or similar classification. This class is the advanced journey level class of the Administrative employee series and is distinguished from the Administrative Clerk I, Administrative Clerk II, and Senior Administrative Clerk positions by the comprehensiveness of its job functions, and the specialized knowledge exercised in the performance of job duties.

### **EXAMPLES OF WORK**

Examples of Work are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Provides continuous leadership in carrying out the program mission, as amended from time to time, including:

- Perform a wide variety of complex, responsible, and confidential duties for a department head or designee.
- Perform specialized and responsible clerical duties in support of important functions or programs within the department.
- Assume clerical responsibility for program areas as assigned; including filing, checking and recording information on records, and processing routine requests for information.
- Provide lead support and supervision, as assigned, to positions within the Administrative Clerk series including assigning and reviewing work, and responding to questions and situations as they arise.
- Responsible for routine purchasing and budget duties.
- Respond to complaints and requests for information on regulations, procedures, and policies relating to responsibilities assigned.
- Maintain financial, statistical, and/or operational reports and records as applicable.
- Create and maintain confidential documents related to operations, personnel and other matters.
- Interpret city policies, rules and regulations in response to inquiries and refer inquiries as appropriate.

- Participate and assist in the administration of a department; prepare comprehensive reports, compile annual budget requests, recommend expenditure requests for designated accounts and monitor as appropriate.
- Perform duties related to department personnel administration including conducting employee orientation, calculating and tracking time sheets and payroll, coordinating department recruitment activities, providing health/benefit information to employees, and processing Personnel Action Forms.
- Research, compile and analyze data for special projects and various reports.
- Assist in the support of administration in preparing agenda items, staff reports, assembling background material, attending meetings to take minutes, and typing minutes of meetings as assigned.
- Provide technical and functional supervision as appropriate to clerical personnel; recommend organizational procedural changes concerning clerical activities.
- Screen calls, visitors, and mail and take action as appropriate to request/situation.
- Independently respond to letters and general correspondence of a routine nature.
- Make travel arrangements, maintain appointment schedules and calendars, arrange meetings and conferences, and schedule facilities reservations as necessary.
- Operate a variety of office equipment including word processing equipment and use a variety of contemporary business software and proprietary programs as appropriate.
- Type a variety of materials including general correspondence and memoranda.
- Initiate and maintain a variety of files and records.
- Process various business and special use permits including, but not limited to, taxi-cab, gambling, gun dealers, and pawn brokers.
- Assist in the coordination of selected city services for various sanctioned city events
- Perform other duties as assigned; not all duties listed are necessarily performed by each individual holding this classification.

### **QUALIFICATION REQUIREMENTS**

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EMPLOYMENT STANDARDS** (position requirements at entry)

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. These employment standards would typically be achieved by possession of a high school diploma, or equivalent, and three years of increasingly responsible journey level secretarial and clerical experience involving frequent public contact. Associates degree preferred. Functional and operational knowledge of departmental propriety database and experience serving in a lead or supervisory capacity is desirable.

### **KNOWLEDGE, SKILLS, AND ABILITIES** (position requirements at entry)

#### **Knowledge of:**

- Laws, practices and policies related to personnel administration and record keeping;
- City government organization, functions, policies, rules, and regulations;
- Basic principles of supervision;
- English usage, spelling, grammar, punctuation and basic statistics;
- Modern office methods, procedures, and computer equipment and software;
- Business letter writing and arithmetic;
- Organization, procedures, and operating details of the department assigned;

- Filing and records keeping practices;

**Ability to:**

- Listen effectively;
- Perform a wide variety of difficult and responsible administrative, secretarial and clerical work with limited supervision;
- Communicate clearly, logically, concisely, and persuasively, both in writing and orally;
- Complete assigned tasks relying on broad descriptions of objectives, rather than on extensive, separate instructions requiring frequent supervision;
- Prioritize workload effectively to meet deadlines under changing conditions;
- Observe, identify and problem solve office operations and procedural issues for the public and with staff;
- Compile and maintain complex and extensive records and reports;
- Maintain confidential data and information;
- Handle multiple projects and meet critical deadlines;
- Exercise a high level of judgment relative to confidential personnel and administrative matters;
- Establish and maintain effective, cooperative working relationships with individuals and groups encountered;
- Formulate meaningful work programs in assigned areas of responsibility;
- Meet the physical, psychological and background requirements necessary to safely and effectively perform assigned duties and responsibilities;
- Use computers and peripherals effectively in the accomplishment of assignments.

**Language Skills:**

- Well-developed listening, writing, and verbal communication skills, including the proper use of legal, scientific, financial, and subject matter concepts and terminology, conveyed with the intended audience in mind.

**Reasoning Skills:**

- Well-developed ability to define organizational, operational, and technical subject matter problems succinctly, to draw reasonable conclusions therefrom, to conceptualize solutions effectively, and to effectively relate those matters to others. The issues involved will regularly require incumbents to interpret a variety of technical instructions, possibly given in mathematical, diagrammatic, scientific, or statutory forms, and to deal with both abstract and concrete concepts.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those which 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 functions.

While performing the duties of this job, the employee is regularly required to sit, walk, and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Must be able to use telephone and computer equipment and peripherals.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet indoors, and varying outdoors.

Work days are frequently long, and work product deadlines are common.

Confidentiality is expected.