

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision performs administrative or clerical duties requiring advanced technical knowledge and administrative skills, requiring independent judgment on a frequent basis, and other related assigned duties.

ESSENTIAL TASKS:

- Writes and edits memos, letters, and general correspondence to departmental personnel
- Utilized advanced computer software packages to create and maintain database information
- Assists with and/or coordinates the department budget preparation and documentation
- May assist employees with questions utilizing the City Personnel Policies and Procedures
- Assists employees and the public with the location and functions of all City departments and divisions
- Assists with the development and administration of office procedures
- Assists with projects and/or research
- Maintains, schedules, and arranges meetings and conferences
- Attends committee, board, or authority meetings and records, transcribes, and distributes minutes
- Performs lead responsibilities
- Provides backup support
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
(b) Four (4) year of increasingly experience relevant to the essential tasks listed in this job description; **including**,
(c) One (1) year experience as an Office Assistant Level III; **or**
(d) One (1) year handling confidential and/or complex information; **and**,
(e) Experience working with Excel, Word, and with use of basic grammar and spelling

PAY INCREASE OPPORTUNITY

This position is part of a progression family and is eligible for increases within the progression. More information can be found [here](#).

Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.

Employee will be eligible for a one step increase upon completion of fifteen (15) accredited college hours and one (1) year employment in the position.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of and skill in applying the rules of grammar, spelling, punctuation, and principles of accounting and mathematics
- Considerable knowledge of word processing, database, and/or spreadsheet software packages; Considerable knowledge of office practices and procedures
- Good knowledge of City and Department Policies and Procedures

Ability to:

- Ability to work independently
- Ability to work under pressure
- Ability and willingness to maintain confidentiality
- Ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding

Skill in:

- Skill in handling difficult situations calmly and professionally
- Skill in communicating to a diverse customer base
- Skill in operating office equipment
- Skill in organizing, compiling, and recording data

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use office equipment; subject to sitting, standing, bending, reaching, and walking; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some divisions may require a valid Oklahoma Class "D" Driver License. (some positions)

WORKING ENVIRONMENT: Working environment is primarily in an office setting; requires the use of a telephone and other office equipment; and may be required to work overtime.

EEO Code: N-06

Group: Clerical and Administrative

Series: Clerical and Secretarial