

CLASS TITLE: ADMINISTRATIVE ASSISTANT I

PURPOSE OF THE CLASSIFICATION: Under supervision is responsible for general office and administrative work assisting customers with quality services promptly and efficiently; and performs other related assigned duties.

ESSENTIAL TASKS:

- Responsible for establishing information system including records management, reference library, and catalog and archival system
- Implements and reviews existing/new programs and service efforts
- Implements, maintains, and evaluates computerized process systems
- Maintains records, files, and prepares reports and statements
- Develops written office procedures manual
- Assists in developing and enforcing policies and procedures
- Acts as department's liaison with other City departments, committees and outside agencies
- 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: Graduation from high school or possession of a General Education Development Certificate (GED) and four (4) years of increasingly responsible office or administrative experience including six months experience handling confidential and/or complex information; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six (6) months in the position.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of business and office administration; some knowledge of the principles and practices of information systems; ability to solve administrative problems and to be of administrative assistance in a staff or line capacity; ability to express oneself clearly and concisely, both orally and in writing; 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.

Physical Requirement: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 10 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, reaching, sitting, standing, balancing, kneeling, bending, handling, feeling, climbing, smelling, and twisting; vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 6509

EEO Code: N-03

Pay Code: AT-23

Group: Clerical and Administrative

Series: General Administrative

Effective date: June 12, 2017