

ADMINISTRATIVE ASSISTANT – ADMINISTRATION DEPARTMENT

GENERAL STATEMENT OF DUTIES

The Administrative Assistant performs general staff, clerical and confidential work for the City Clerk and City Manager. This position may also assist in the Finance Department and perform some of the duties of the Finance Account Clerk as directed.

SUPERVISION RECEIVED

The Administrative Assistant is responsible to and performs under the direct supervision of the City Clerk and the City Manager.

SUPERVISION EXERCISED

None.

EXAMPLES OF DUTIES

The following examples are meant to be illustrative only and are not intended to be all-inclusive:

- Receive, forward, and respond to telephone calls assuring for politeness, confidentiality, and professionalism as well as providing general information or provide follow-up action on requests
- Administer all new hire paperwork and other activities associated with getting new hires into the system and maintain personnel files assuring for confidentiality and accuracy
- May receive and compose correspondence, reports, memoranda, and other related material from City Clerk and City Manager for final draft
- Maintains filing system on personnel and medical records
- Establishes, modifies, and maintains in current condition records, files and reports
- Assist the City Clerk with administration of personnel system and benefits
- Performs any other duties as may be prescribed by the City Clerk and City Manager

REQUIRED KNOWLEDGE, ABILITY, SKILLS, AND OTHER ATTRIBUTES

- Knowledge of the general principles, practices, procedures involved in the successful operations of a professional administrative office or department
- Knowledge of clerical methods and techniques, especially as modified to meet conditions existing in municipal government
- Knowledge and correct usage of grammar, spelling, composition, punctuation, and arithmetic as well as accuracy of proofreading
- Knowledge of various computer applications – Microsoft Office
- Considerable knowledge of word processing software, advanced typing and above average working speed
- Considerable knowledge in the use of spreadsheet applications
- Ability to establish and maintain effective working relationship with other employees, city officials, and the general public, through written and oral communications
- Ability to prepare effective letters, memos, and other correspondence
- Ability to perform duties independently or with minimal supervision
- Ability to work on a variety of tasks concurrently

- Ability to understand and follow complex oral and written instructions
- Ability to make work decisions in accordance with laws, rules, regulations and policies

DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE

- Valid Missouri driver's license
- High school graduate or GED
- Considerable experience in a professional office environment providing progressively responsible clerical/administrative assistant work
- Considerable experience in word processing and spreadsheets
- Any combination of education, training or experience that would qualify for the position as determined by the City Clerk and City Manager

ESSENTIAL FUNCTIONS

Sight, hearing, speech, frequent lateral mobility, lifting items above head, stooping and bending; mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility; performs bending, squatting, sorting, kneeling, and reaching to ground level and overhead as required for such tasks as retrieving files; lifts, grasps, carries, pushes and pulls 25 pounds; must be able to hold and grip objects; may be subject to sitting for long periods of time; possesses manual dexterity necessary to operate a computer keyboard; may work a varied schedule including some evenings and weekends; may be subject to pre-employment drug testing; primarily indoors with heating and cooling regulated in a general office environment; may be exposed to extreme weather conditions, dust, and/or pollen.

FLSA STATUS: **Regular - Hourly** DATE OF LAST REVISION: **December 2, 2019**

Employee Signature _____ Date _____