



# Administrative Assistant

## GENERAL STATEMENT OF DUTIES

Performs a variety of clerical, administrative, and specialized tasks in support of City administrative operations. This position requires a high level of customer service skills, interacting with the public and other employees to achieve the essential functions of the job. Provide quality customer service to the public and City Council. Provides administrative support to the City Administrator, which may involve scheduling meetings, preparing materials, filing, and other various tasks.

## DISTINGUISHING FEATURES OF THE CLASSIFICATION

This is a part-time, regular position with the major duties primarily to serve in administration and assist with receiving and processing utility payments, answering phones and general questions, scheduling reservations for city facilities and assist with basic accounting functions. This position is responsible for varied office and clerical duties such as filing, scanning to electronic storage, and mailings including the utility bills. There is some overlap of duties with other office staff and the position requires the ability to collaborate when necessary. This position includes PERS retirement benefits. The probationary period is for 6 months.

## SUPERVISION RECEIVED

Reports to the City Administrator

## SUPERVISION EXERCISED

Supervision is not a responsibility of this position but may provide guidance to volunteers for City sponsored events

## ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES

*The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

## KEY PERFORMANCE AREAS

1. Acts as receptionist for City Hall. Greets visitors, answers telephone calls and refers inquiries to appropriate city staff. Retrieves voice messages.
2. Receives utility payments and processes daily deposits according to city procedures.
3. Takes reservations for City facilities.
4. Assists with basic accounting functions such as, but not limited to, entering accounts payable.
5. Receives of a variety of documents; processes and notifies appropriate individual.

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6. Prepares a variety of documents which may include correspondence, memorandum, confirmations, permits, forms, notices, or other documentation.
7. Enters a variety of computerized data, including scanning documents for electronic storage. Files paper documents as required.
8. Assists with posting documents and notices on the City Website and other locations as directed.
9. Assists with a variety of schedules pertaining to grants, reports, and meetings; maintains the City calendars.
10. Assists with office supply inventory. Receives and distributes incoming supply shipments.
11. Provides room setup for Council, Planning Commission, and Committee meetings as required.
12. Operates a personal computer to enter, retrieve, review or modify data, utilizing the accounting software, credit card processing application, Microsoft Word, PowerPoint, Publisher, Excel, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.
13. Performs other related duties as required

## QUALIFICATIONS & REQUIREMENTS

### EDUCATION AND EXPERIENCE

High School graduation or equivalency with experience or course work in cash handling, general office practices, data entry, and two years of related experience; or any equivalent combination of education and experience. An Associates' Degree in business or related discipline may substitute for the required experience.

### KNOWLEDGE, SKILLS, AND ABILITIES

**Knowledge of:** Computers, electronic data storage, related software and on-line tools; record retention; modern office practices and procedures including business English, spelling, composition, and basic arithmetic; understanding of basic bookkeeping.

**Skill in:** Writing using business English; proficiently using computers and office software including Microsoft Word, Excel, Outlook, and Publisher; copiers/printers, and related office equipment.

**Ability to:** Effectively meet and deal with the public; communicate effectively verbally and in writing; handle stressful situations; understand and carry out written and oral instructions; establish and maintain effective working relationships with co-workers and elected officials, and the public; effectively organize work and allocate time.

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## PHYSICAL DEMANDS/TOOLS & EQUIPMENT USED/WORK ENVIRONMENT & WORKING CONDITIONS

### PHYSICAL DEMANDS OF JOB/POSITION

*The factors described herein are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work is sedentary work; however, occasionally requires exerting up to 20 pounds of force to lift, carry, push, pull or otherwise move objects.

### TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee will use a personal computer and various software programs and/or online tools; calculator; multi-line phone; copy and fax machines; motor vehicles; and other related tools and equipment.

### SAFETY EQUIPMENT

Develops safe work habits and contributes to the safety of self, co-workers, and the general public. Participates in safety meetings.

### WORK ENVIRONMENT/WORKING CONDITIONS

*The work environment and working conditions described here are representative of those that are typical of the job and 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.*

In the performance of the job duties, the employee will typically perform their work in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, personal interruptions, and background noises.

### SPECIAL REQUIREMENTS

- Possession of or ability to obtain a valid Oregon driver's license.

**PRE-EMPLOYMENT REQUIREMENTS:** Criminal background check and drug screen.