



CITY OF CALEXICO

CLASS TITLE: ADMINISTRATIVE ASSISTANT

MONTHLY: \$3,314 - \$4,028

RANGE: G-18

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail; coordinate flow of communications, correspondence and information in support of assigned functions and activities.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant classification provides primary support to a supervisor, coordinator or manager, or secondary support to a department head or the City Manager. Incumbents relieve the assigned supervisor of administrative and clerical detail. The Executive Assistant classification performs varied and highly skilled administrative assistant duties as primary support to a director or department head. The classification requires thorough knowledge of department organization, operations, policies and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail; assure smooth and efficient office operations; coordinate flow of communications and information in support of assigned functions and activities.

Serve as the secretary to the assigned supervisor; provide communication services; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences, meetings and other events.

Receive visitors, including administrators, staff and the public; provide assistance or direct to appropriate staff; respond to inquiries and provide information and assistance related to program or department operations, activities, standards, requirements, time lines, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to projects, accounts, department functions, issues, financial activity, meetings and assigned duties; establish and maintain filing systems.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, permits, work orders, memoranda, announcements,

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bulletins, agenda items, lists, notices, reports, flyers, requisitions and other materials.

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; prepare and process a variety of forms, applications and paperwork; duplicate, assemble, distribute, collect and verify accuracy and completeness of various documents.

Calculate, prepare and revise accounting data; arrange for billings and demands for payment; assist with reconciling and balancing accounts; process invoices and purchase orders and arrange for payments as assigned; collect, process and account for monies and deposits as required.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; develop spreadsheets, initiate queries and generate various computerized lists, forms, documents and reports as requested; assure accuracy of input and output data.

Receive, sort and distribute incoming mail, packages and materials as required; contact others to request documents as needed; prepare outgoing mail and materials for distribution.

Communicate with personnel, administrators, various outside agencies and the public to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Maintain appointment and activity schedules and calendars; reserve facilities for meetings and other events as needed.

Coordinate and attend a variety of meetings as assigned; compile and prepare agenda items and other required information and materials for meetings and other events; take, transcribe and distribute minutes as directed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Policies and objectives of assigned programs and activities.

General terminology, practices and procedures of assigned office.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

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Principles and practices of data processing.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Methods of collecting and organizing data and information.
Mathematic calculations.

ABILITY TO:

Perform a variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail.
Coordinate flow of communications, correspondence and information.
Assure smooth and efficient office operations.
Compose correspondence and written materials independently or from oral instructions.
Perform a variety of clerical accounting duties in support of assigned activities.
Type or input data at 45 words per minute from clear copy.
Answer telephones and greet the public courteously.
Communicate in a designated second language as assigned by the position.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.