

# CITY OF OROVILLE

## ADMINISTRATIVE ASSISTANT

### **DEFINITION**

To perform a variety of routine to complex clerical, technical and administrative support activities in the department to which assigned; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from departmental management.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Performs advanced, varied and responsible office support duties to assist in the coordination, processing and completion of routine and/or confidential administrative operations within assigned department.

Evaluates office procedures and makes recommendations for modifications as necessary to maintain efficient and effective office operations.

Assists in developing and implementing office objectives, policies, procedures and work standards.

Attends meetings as required; prepares and distributes meeting agendas and minutes.

Researches and compiles information from a variety of sources for the completion of forms or preparation of reports.

Processes various forms, applications, permits or other documents requiring in-depth, sub-professional knowledge of the department's functions; creates forms to facilitate work as needed.

Types documents from drafts, notes, dictated tapes or brief instructions, which may include various memos, notices, correspondence and other external communications, statistical and narrative reports, records, forms, manuals, contracts, specifications, proposals, official documents, legal documents, etc.; may compose routine correspondence and reports.

Edits, proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and procedures.

Establishes, organizes and maintains department filing systems.

Enters and retrieves computer data; generates computer reports and/or spreadsheets.

Schedules and maintains appointments, meetings, work activities and other functions as required.

Makes meeting, conference and travel arrangements as requested for department staff.

May provide assistance with personnel functions of the assigned department, including maintaining employee records and processing personnel paperwork.

Orders, stores and issues department supplies and materials; may prepare bid documents.

May perform various bookkeeping tasks, which may include but are not limited to calculating monies due, collecting and receipting monies, processing requisitions, processing reimbursements, processing payroll, posting financial data, preparing bank deposits, maintaining and balancing accounts, transferring funds, etc.

Answers the telephone and provides information and assistance to callers or forwards calls to appropriate staff person; takes messages as necessary; greets and assists office visitors.

Performs routine clerical support work as required, which may include but is not limited to copying and distributing documents, filing / retrieving files, processing mail, sending and receiving faxes, collating documents, maintaining lists and logs, etc.

Provides information and assistance to other City staff, other agency personnel and the public, requiring the use of judgment and the interpretation of policies, procedures or rules; assists in coordinating office activities with those of other departments and agencies as necessary.

Provides professional, courteous customer service at all times.

Operates a variety of standard office equipment, which may include computers, printers, typewriter, copier, adding machine, fax machine, paper shredder, telephone, dictaphone, two-way radio, postage machine, etc.

Attends various meetings and training as required or appropriate.

Coordinates, monitors and expedites the completion of special projects, assignments and activities.

May provide technical assistance to co-workers in the use of department computer equipment and systems.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Modern office practices and technology, including the use of computers for word and data processing.

Methods of letter writing, record-keeping and report preparation.

Filing systems and methods.

English usage, spelling, grammar and punctuation.

Basic business arithmetic, budgeting and bookkeeping methods.

### **Ability to:**

Read, learn, understand and apply pertinent federal, state and local laws, rules and regulations.

Perform detailed clerical and administrative work accurately.

Learn specialized processes, procedures and office support tasks related to the department to which assigned.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Use initiative and sound, independent judgment within established guidelines.

Perform work effectively despite frequent interruptions and the pressure of deadlines.

Understand and follow oral and written instructions.

Establish and maintain accurate records and files.

Maintain confidentiality as required.

Type and transcribe dictation at accurate speeds necessary for successful job performance.

Learn and use a variety of computer software programs, including word processing, data processing and accounting programs.

Safely operate basic office equipment.

Communicate clearly and concisely, both orally and in writing.  
Prepare clear and concise reports.

Perform mathematical computations with accuracy.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience:**

Two years of increasingly responsible clerical experience.

**Education:**

Graduation from high school or GED equivalent.

**Additional Requirements:**

Possession of a valid California Class "C" driver's license.

Proficiency in the use of word processing software in common use in local government, such as Corel WordPerfect and Microsoft Word.

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 25 pounds in weight. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**