

**CITY OF EMERYVILLE****Created: June, 1997 (Administrative Secretary)****Retitled: January 2017****FLSA Status: Non-Exempt****Job Code: 1510****Administrative Assistant****DEFINITION:**

Under direction, provides varied, routine to complex and highly sensitive secretarial duties to relieve the Department Head of general administrative duties; provides administrative support to division managers, associated supervisory and or professional staff in the administration of department operations; supervises and directs the work of subordinate staff; performs related work as required.

**Class Characteristics:**

This class is distinguished from Office Assistant I/II in that the nature, diversity and scope of responsibilities originating from assignments may require confidentiality, and frequent use of tact and courtesy. Within City and departmental policies, procedures and guidelines, an incumbent is expected to exercise a high degree of initiative and independent judgment in screening, prioritizing and executing administrative work related to the daily operations of the department. Responsibilities include regular contact with government officials, City Council, Board or Commission members, representatives of business or community organization, the public and all levels of City personnel to exchange information and explain administrative policies and procedures. The class is further distinguished from Office I/II in that the Administrative Assistant may provide lead direction assign and review work tasks to assigned clerical support.

**Duties and Responsibilities:** Duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Receives and screens visitors and telephone calls; providing information which may require the use of judgment and the interpretation of policies and procedures.

Conducts routine research; compiles data and performs routine statistical analysis and; organizes information necessary for the completion of reports and projects.

Screens, sorts and distributes incoming correspondence.

Writes memoranda, letters and directives on the more routine matters; drafts correspondence independently or from general instructions given by the department head, managers, supervisory or professional staff.

Makes appointments and maintains calendar of conferences and meetings; notifies participants, makes room and travel arrangements; prepares required informational materials.

Types drafts and a wide variety of finished documents from stenographic, long hand notes, brief instructions, or printed materials using a word processor or personal computer.

Sets up and maintains a variety of office files, records and statistical data, including confidential materials; makes recommendations on procedural changes as appropriate to increase operational efficiency.

Relieves supervisor of administrative matters such as inventory, timekeeping, purchasing tasks, routine accounts payable and receivable, and other operational details; follows up on projects, transmitting information; keeps supervisor informed of pertinent activities; serves as liaison with staff and representatives of other departments and agencies.

Prepares minutes, agendas, or summaries of activities of commission and board meetings.

Performs routine clerical tasks such as filing, duplicating, photocopying, faxing, assembling bulk mailing.

Organizes own work and may assign work to subordinate staff within departmental guidelines; sets priorities and meets deadlines; assigns and reviews work of subordinate staff for completeness and accuracy; coordinates clerical workload.

Provides back up relief for other clerical staff.

Operates a computer terminal utilizing spreadsheet and word processing or other software.

Provides orientation and training for new or temporary clerical staff members; participates in evaluation of assigned support staff.

Processes and reconciles various financial transactions; maintains accounts receivable and processes accounts payable claims; reviews budget for adequacy of funds; resolves discrepancies and requests transfers as appropriate; collects fees.

### **QUALIFICATIONS:**

**Knowledge of** modern office practices and procedures including business correspondence, filing techniques and systems; correct English usage including spelling, punctuation and grammar; personal and on-line computer systems and associated software; record keeping including filing, indexing and cross referencing methods; techniques of staff supervision; applicable rules, regulations, policies and procedures; operation of a municipal organization; effective methods of communication both verbally and in writing; business mathematics including addition, subtraction, multiplication, division, fractions and decimals; research methods and techniques.

**Ability to** follow oral and written instructions; make decisions using established guidelines; communicate effectively in verbally and in written; read and comprehend technical material and directives; compose correspondence and minutes from marginal notes; retain and recall information to respond to inquiries and to efficiently search files and retrieve data as required; adjust to changes in workload and assignments; meet deadlines under pressure; make business arithmetic computations; assign and review the work of subordinate staff; maintain confidentiality of information; provide input and feedback regarding the performance of subordinate staff; train new and/or temporary clerical staff in department policies, procedures and practices regarding the work; type sufficiently to produce a high volume of material with speed and accuracy using a typewriter or personal computer; type at a rate of 50 net words per minute; organize and prioritize workloads; perform related duties as required.

Specific assignments may require ability to take dictation at rate of 80 words per minute.

**EDUCATION/EXPERIENCE:**

Any combination of education and experience that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Equivalent to graduation from high school and three years of increasingly responsible secretarial or office administrative work experience.

**Special Requirements:**

Eyesight sufficient to read data, memos, spreadsheets, vouchers, computer screens; manual dexterity to operate a personal computer, ability to sit for extended period; lift and carry objects weighing up to 20 pounds, stand, walk, bend, reach above and below shoulders; work occasional long hours.

Specific assignments may require the possession of a valid California driver's license with a satisfactory driving record.