



ADMINISTRATIVE ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under direction, to perform a wide variety of general secretarial and clerical duties in support of an assigned Authority department including record keeping, typing, file maintenance, issuing permits and answering phones; to provide general information and assistance to the public; and to perform a variety of clerical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Senior Administrative Assistant in that the latter is assigned regular lead responsibility and assumes responsibility for coordinating Authority-wide support activities.

EXAMPLES OF IMPORTANT RESPONSIBILITIES

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

- Type and proofread a wide variety of reports, letters, memos, flyers and statistical charts; type from rough draft or verbal instructions; compose correspondence related to assigned responsibilities; receive, sort and distribute incoming and outgoing correspondence; verify and review materials for completeness and conformance with established procedures.
- Maintain calendars and schedules of activities, meetings and various events; coordinate activities with other Authority staff, the public and outside agencies; may set up rooms for meetings as required.
- Organize and maintain confidential filing systems; maintain and update various logs, forms, documents, brochures, databases and records related to area of assignment.
- Operate a variety of office equipment including copiers, facsimile machines and computers; input, retrieve and manipulate data and text using computer; word process a variety of documents and correspondence; utilize spreadsheet, database and other software as required.
- Respond to requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; provide verbal and written information to the public requiring judgment, knowledge and interpretation of routine departmental procedures and regulations.
- Apply Authority policies and procedures in determining completeness of applications, records and reports.
- Maintain inventory of office supplies and equipment; order and organize office materials and supplies.
- Participate in shared Authority-wide support activities, including providing occasional receptionist coverage and assisting in Board packet preparation.
- Compile data for special projects; collect and assemble data and background materials for a variety of reports.
- Attend meetings and take minutes as assigned.
- Establish and maintain open communication with other program staff; coordinate activities and work cooperatively in a professional manner.
- Perform related duties and responsibilities as required.



QUALIFICATIONS

Knowledge of:

- Modern office procedures, methods, equipment and software including computers and supporting word processing, spreadsheet and database applications.
- Business letter writing and basic report preparation techniques.
- Principles and procedures of record keeping.
- English usage, including spelling, grammar, punctuation, written composition, and oral communication.

Ability to:

- Learn and correctly interpret and apply the policies and procedures of the Authority within the assigned area of responsibility.
- Perform complex clerical work including the collection of data and maintenance of records.
- Perform secretarial work involving the use of independent judgment and personal initiative.
- Type at a speed necessary for successful job performance.
- Operate and use a variety of office equipment including a computer, printer, scanner and related equipment.
- Work independently in the absence of supervision.
- Operate a variety of office equipment including computer hardware and software programs such as Microsoft Word, Excel, Outlook, Power Point presentation applications, and management databases.
- Communicate clearly and concisely in English, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience Guidelines

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

Education:

Equivalent to completion of the twelfth grade. Additional specialized secretarial or clerical training including word processing, spreadsheet and database applications is desirable.

Experience:

Three to five years of responsible secretarial experience including public contact.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that 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 these essential job functions.

- Environment:** Office environment utilizing computers.
Mobility: Sitting for prolonged periods of time.
Vision: Visual acuity to review written materials.
Communication: Speaking and hearing to exchange information.

EFFECTIVE: November 2010

REVISED: N/A

FLSA: Non-Exempt