

## Administrative Assistant

### NATURE OF WORK:

Performs complex secretarial, administrative, and clerical work of a diverse nature. Performs various specialized secretarial and clerical duties which require in depth knowledge of the organization, programs, policies and procedures of the department and a general knowledge of other City programs. Duties performed consist of more diverse and specialized tasks which require application of more involved processes and/or procedures than does the Staff Assistant position. Work performed generally involves specialized/technical subject matter and may require familiarity with the terminology used in the assigned area, in addition to excellent typing and or Dictaphone/shorthand skills. Provides principal secretarial support for a large and/or complex Division, usually having several sections; and/or has primary responsibilities of a Recording Secretary and frequently attends meetings of several major/official boards, commissions, etc. Assignments are usually performed with general instructions, guidance and minimal supervision.

### EXAMPLES OF WORK PERFORMED:

*Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

Transcribes contracts, proposals, policies and procedures, statements, agreements, minutes, memoranda, reports, and other material generally of technical/specialized subject matter. May take dictation using shorthand or audio recording equipment.

Organizes and assembles material needed for meetings, conferences, public hearings, etc. and coordinates scheduling arrangements; prepares and distributes agendas and other pertinent information; attends meetings, takes and transcribes minutes; distributes minutes and maintains the official records. Manages appearances and records of appearances at hearings.

Acts as liaison between the various sections within the Division and coordinates the preparation of routine assignments and special projects to ensure deadlines are met.

Composes and types correspondence for management's signature, either from general instructions or information obtained from researching files.

Compiles and prepares detailed financial, statistical, and/or other specialized reports from general instructions; tabulates totals and verifies figures.

Maintains calendar and schedules tentative appointments; advises management and staff of important meetings; makes travel arrangements for supervisor and staff.

Monitors office supply inventory; prepares and signs requisitions for supplies, printing and other services.

Reviews and edits correspondence, memoranda, reports and other material for clarity, procedural and typographic accuracy; may reword or reconstruct sentences.

Screens telephone calls to determine if matter should be handled by supervisor or referred to other staff member or other office; may perform office reception duties.

Establishes and maintains a comprehensive filing system; maintains leases, contracts, and agreements depending on area of assignment.

May assist in the preparation of annual budget, payroll reporting; monitors expenditure records.

Plans and coordinates work of clerical staff as required.

Operates personal computer, various office equipment and software/programs ie. Microsoft Office Suite, scanner, etc.

Performs other related duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of English composition, general math, office practices and procedures.

Knowledge of personal computers and the use of various software packages.

Ability to operate a personal computer for extended periods of time.

Ability to proofread documents and identify errors.

Ability to work independently on complex and confidential secretarial assignments.

Ability to establish and maintain an effective working relationship with employees, managers, and the public.

Ability to compose brief correspondence.

Ability to communicate effectively orally and in writing.

Ability to operate personal computer, various office equipment and software/programs ie. Microsoft Office Suite, scanner, etc.

#### MINIMUM QUALIFICATIONS:

High school graduate plus two (2) to three (3) years secretarial experience, preferably with office management responsibilities; or an equivalent combination of education, training, and experience. Personal computer, various office equipment and software/program experience is preferred. Demonstration of typing, Microsoft Word or Excel proficiency may be required depending on area of assignment. May be required to pass 80 wpm dictation test and/or become a Public Notary. Driver's license may be required depending on area of assignment.

Red Light Camera Program: Equivalent to an Associate Degree in business administration, paralegal or legal secretarial technical training, and one (1) year of progressively more responsible legal secretarial work experience with Red Light traffic infractions, citizen boards, or legal system is desirable; or an equivalent combination of education and experience. Must type 35 CWPM. Valid Florida Driver's license required.

Personal computer, various office equipment and software/program experience is preferred.