



Job Code: 0095
FLSA: NE
Unit: PCEA & Conf
Revised: 1/98

ADMINISTRATIVE ASSISTANT

DEFINITION

Under supervision, to perform a variety of difficult technical administrative or secretarial duties; to provide assistance to department management, coworkers and the general public as required, and to perform related work as required.

The Administrative Assistant is the advanced journey level in the clerical series and is distinguished by the responsibility to perform the full range of complex clerical duties and the less difficult technical administrative tasks in the department or program to which assigned. Duties are performed in a highly independent manner within a framework of established procedures. Employees may be expected to provide supervision to subordinate staff. However, supervisory responsibilities are ancillary to the main intent and focus of the position.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from managerial or professional staff. May assign, review and coordinate the work of subordinate clerical staff.

TYPICAL DUTIES

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned.

1. Maintain department files, materials and information of a confidential nature.
2. Arrange appointments, conferences and meetings.
3. Make travel arrangements and maintains appointment calendar for management and/or professional staff.
4. Compose letters, memos, and other written communications on routine matters.
5. Prepares meeting and commission agenda, distributes packets, and takes and transcribes minutes.
6. Type correspondence, reports and other materials on a variety of general and technical topics from rough drafts and other sources. May take and transcribe dictation.
7. Perform routine administrative duties related to departmental operations.

CITY OF PLEASANTON

Administrative Assistant - Page 2

Revised: 1/98

8. Prepare commission and/or committee items, including transmittals, resolutions, proclamations, agendas, meeting minutes, correspondence, etc.
9. Perform computer data entry to record and retrieve department information and to prepare correspondence and reports, etc.
10. Answer questions from coworkers, City staff and the public regarding office operations and policies.
11. Receive, screen and respond to requests and complaints from visitors and telephone callers.
12. May collect, record and deposit fees, fines, or other funds as required.
13. Assign, review and coordinate the work of subordinate clerical personnel.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern office procedures and terminology
2. Records maintenance systems
3. Rules of grammar, punctuation, and spelling
4. Basic supervisory practices
5. Word processing software commonly used in an office setting

Skill to:

1. Type accurately 60 wpm.
2. Make independent decisions and use good judgment in applying City policies, rules and regulations
3. Format and produce in finished form, reports, letters, spreadsheets and related documents using the word processing software used by the department
4. Communicate effectively orally or in writing
5. Operate computers and other modern office equipment
6. Assign, review, and coordinate the work of subordinate staff
7. Establish and maintain effective working relationships with other City employees and the public

Education:

High school diploma required. Vocational/technical diploma in secretarial science, office management, or related field preferred.

CITY OF PLEASANTON
Administrative Assistant - Page 3
Revised: 1/98

Experience:

Any combination of training and experience that would provide the knowledge and skills is qualifying. A typical way to obtain the knowledge and skill is: Three years of progressively responsible office experience performing the full range of clerical duties involving frequent public contact.

Special Requirements:

Performance of the important duties of this position include the following physical demands and/or working conditions: Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry and/or the use of commonly used office machines and supplies; may involve extensive VDT exposure. Tasks require visual perception and discrimination as well as oral communications ability.

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