



Division: Administration
FLSA Status: Non-Exempt

Adopted: April X, 2020
Summary of Benefits: Clerical

DEFINITION

To perform a wide variety of complex and difficult clerical duties within assigned division, and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant is distinguished from the Office Assistant by the difficulty and complexity of duties assigned. Employees perform some difficult and responsible types of duties assigned including sole clerical support of a division. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Work requires a thorough knowledge of a body of technical information beyond standard policies and procedures, the use of independent judgment in applying the body of technical information in the performance of an important division function.

ESSENTIAL DUTIES – Depending upon assignment, duties may include by are not limited to, the following:

- Type and proofread a wide variety of reports, letters, memos and statistical charts, typing from rough draft.
- Independently compose correspondence related to responsibilities assigned.
- Apply applicable policies and procedures in determining completeness of applications, records and reports; provide information and forms to the public; collect and process appropriate information.
- Work with other departments and divisions to ensure the timely processing of items.
- Administer, update and ensure the quality of calendars; coordinate scheduling of trainings and engine companies.
- Assist in developing and implementing procedures and policies related to functions assigned.
- Research, compile, and assemble data for special projects and a variety of statistical, financial and narrative reports.
- Sort and file documents and records, maintaining alphabetical, index and cross-reference files.
- Ensure that meeting and training facilities are prepared and broken down.
- Prepare and distribute notices, action reports, letters and other correspondence as required.
- Act as receptionist; answer the telephone and wait on the general public, giving information on department policies and procedures as required.

- Maintain personnel records of department personnel for assigned division; process a variety of forms to initiate changes in records.
- Maintain inventory records; process purchase requisitions; maintain purchase records; resolve errors in orders received and invoices.
- Order office supplies; submit expense claims.
- Receive, sort and distribute incoming and outgoing correspondence.
- Perform general clerical work including filing, scheduling appointments, and processing personnel, payroll and purchasing information.

In addition, when assigned to the Training Division:

- Maintain training records for all personnel of member agencies of Central San Mateo County Training Division.
- Coordinate all aspects of posting trainings for personnel, including creating training descriptions and flyers, ensuring the trainings are linked with any certification requirements, inputting trainings into the electronic systems, notifying personnel of trainings, and working with the vendor or instructor in all aspects of logistics for deploying the training.
- Assist in coordinating promotional tests, assembling evaluator binders, coordinating oral board logistics, coordinating department interviews and sending out letters to candidates.
- Reconcile purchasing expenditures for Training Division; research purchases and make budget recommendations; ensure proper processing of accounts receivables and accounts payables invoices; follow up with vendors as required.

QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar and punctuation.
- Business letter writing and basic report preparation.
- Modern office methods, procedures, practices and computer equipment.
- Principles and procedures of record keeping.
- General statistical procedures.

Ability to:

- Perform responsible and difficult administrative work involving the use of independent judgment.
- Type at a speed necessary for successful job performance.
- Learn department policies, procedures, organization and operating details.
- Understand the organization and operation of municipal government and of outside agencies as necessary to assume assigned responsibilities.
- Learn, understand, interpret and apply a body of technical information beyond normal department policies and procedures.
- Independently prepare correspondence and memorandums.
- Operate a variety of office equipment including a computer.
- Communicate clearly and concisely, both verbally and in writing.
- Understand and carry out verbal and written directions.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

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

- Three (3) years of increasingly responsible clerical experience.
- Graduation from high school or GED equivalent.

LICENSES AND CERTIFICATIONS

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment. Employees sometimes work extended or irregular hours.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.