

CITY OF HEMET

Class Code: 4320
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Date Adopted: 12/22/1998
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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.

DEFINITION

Under general supervision, perform high-level administrative support for a department requiring initiative and independent judgment. Maintain official records; coordinate budget and personnel matters; respond to difficult problems, customer complaints and sensitive issues requiring policy and procedure interpretation.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics.

EXAMPLES OF DUTIES

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Perform a variety of administrative support activities for department such as compose correspondence, interpret and explain policy, maintain files, and sort, open and screen mail; research, summarize and analyze information; compile data and prepare reports; schedule and coordinate meetings; prepare agendas; take minutes and handle distribution; attend meetings representing department.

Maintain and reconcile budgets for various accounts including grants for departmental or work unit accounts; authorize designated expenditures; monitor expenditures and perform simple analysis on accounts; prepare special and recurring budgetary reports as needed.

Screen phone calls and visitors, directing to appropriate staff as necessary; provide clerical support such as typing, editing, proofreading and filing; coordinate registration, travel, and vehicle arrangements for training, conferences and other meetings.

Coordinate personnel matters; interpret and apply related policies; prepare and submit appropriate paperwork for personnel actions; track and file evaluation forms, training records, certifications, and other related personnel records; prepare payroll information and reports.

May assist with or perform specialized duties for department such as recruitment support, purchasing and financial reporting.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Modern office practices, procedures and equipment; basic financial and statistical record keeping; bookkeeping; basic purchasing and personnel policies and procedures; standard office equipment, including a computer and related software; general clerical and record-keeping methods; letter and report writing practices; correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

Proofread and edit; work with numbers and make mathematical calculations; solve problems and apply appropriate policies and procedures; prepare and maintain accurate reports and records; operate standard office equipment, including a computer and related software; type/keyboard; communicate effectively both orally and in writing; establish and maintain effective working relationships with other City employees and the public.

QUALIFICATION GUIDELINES

Graduation from high school and three (3) years of progressively responsible administrative support experience or an equivalent combination of education and experience.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid and appropriate California driver's license and maintain a satisfactory driving record; A typing speed of 60 net wpm.