

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

POSITION SUMMARY

Under the general supervision of the Deputy Chief of Operations and the Director of Support Services the administrative assistant will perform a variety of clerical duties requiring the use of modern office techniques, practices, and procedures. The administrative assistant exercises discretion and independent judgment in selecting office procedures, determining the sequence of work, and devising techniques of dealing with work situations arising during the workday. Ensures that prompt and accurate clerical assistance is provided to immediate supervisors by performing a wide variety of clerical tasks including typing, gathering information, receptionist work, and statistical computations. The administrative assistant may have contact with various representatives from other departments, the general public, and vendors.

RESPONSIBILITIES

1. Typing documents to include, but not limited to; letters, documents, and reports from rough drafts, marginal notes, or verbal instructions.
2. Transcribe from a dictating machine.
3. Order and maintain office supplies and equipment; maintain inventory records and assist in filling out forms, licenses, permits and receipts.
4. Review and distribute incoming correspondence and mail. Respond to requests for information received in the mail.
5. Prepare and code invoices for review and approval.
6. Process payroll for the department.
7. Assemble information from different sources, including conducting telephone surveys.
8. Compose short routine letters and/or memos, and schedule appointments for the immediate supervisors.
9. Provide information about various departmental services and operations, when requested.
10. Greet and direct visitors to the department.

Courage. Pride. Commitment.

11. Other duties as assigned.

QUALIFICATIONS

High School Diploma required; two years of diversified office experience or an equivalent amount of education and experience.

Knowledge and Skills: Good knowledge of department programs, policies, rules, and regulations; good knowledge of technical or legal terminology is required and good knowledge of basic office procedures.

Proficient in the operation of desktop computer; considerable skill in performing computations, filing, maintaining office records and operation of common office equipment; working skill in following written and verbal instructions; composing routine letters and memoranda without dictation; establishing and maintaining effective working relationships with other employees and the general public.