

ADMINISTRATIVE ASSISTANT

City of Burlington

City Clerk Department

POSITION SUMMARY

Under the supervision of the City Clerk, the Administrative Assistant, which performs administrative and clerical duties, is a non-exempt position under FLSA. The objective of the Administrative Assistant is to use accumulated knowledge, skills, and experience to promote office efficiency and productivity through organization, use of technology, teamwork, and practicing use of good interpersonal and public relations skills. Good reception and telephone skills are a necessity, as well as computer hardware and software knowledge. This employee should possess excellent organizational, public relation, and communication skills.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls;
- Fields questions, concerns, and complaints from the general public;
- Performs general clerical duties including typing, filing, and photocopying;
- Prepares and completes reports and correspondence;
- Greets and assists the general public;
- Attends City Council meetings and records meeting minutes;
- Develops computerized spreadsheets, forms, documents, office guidelines, and other documents;
- Responsible for the development and maintenance of a computerized indexing system for all city files;
- Serves as Office Network Supervisor;
- Trains personnel and assists with computer skills;
- Performs file management;
- Responsible for the layout and typing of documents;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Designs computerized signs, letterheads, and documents;
- Proofreads documents;
- Assists other departments as needed;
- Sends and receives faxes;
- Performs research for development of the city's WEB page;
- Performs other duties as deemed necessary or assigned.

CLASSIFICATION: FLSA NON-EXEMPT ADA APPLICABLE FMLA: INELIGIBLE;
WORKING CONDITIONS: NON-HAZARDOUS OFFICE ENVIRONMENT

ADMINISTRATIVE ASSISTANT - POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required; and a technical degree, or some college credit in Business Administration or Secretarial Administration, is preferred.

Technical Skills:

1. A thorough knowledge of clerical skills, office procedures, computers, and typing; and a working knowledge of mathematics is required.
2. This employee must be able to operate computers, typewriters, photocopiers, telephone systems, and other office equipment.
3. The ability to type with speed and accuracy, to concentrate on tasks in the presence of distractions, and to read and interpret legal reports, letters, forms, and written instructions is required.
4. This employee should possess excellent public relation, organizational, and secretarial skills.
5. Excellent oral and written communication skills are also required.

Problem Solving: Independent problem solving is involved in this position. This employee encounters problems with citizen complaints and computer malfunctions.

Decision Making: Independent decision making is involved in this position. This employee makes decisions about development/design of reports/documents, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

Supervision:

1. This employee works with limited supervision from the City Clerk.
2. This employee does not exercise any supervisory responsibilities over subordinate personnel.

Financial Accountability:

1. This employee is responsible for department resources and equipment.
2. This employee does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel, and occasional contact with the organization's governing body is expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: Physical activity associated with working in an office setting is required to perform the daily duties of this position.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent elements and criteria considered necessary to successfully perform the job.

**THIS JOB DESCRIPTION WAS APPROVED BY BURLINGTON CITY COUNCIL ON JUNE 4, 2008.
(Current 7-2018)**