

Title: Administrative Assistant - Airport
PG: 33
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Airport

Class Code: 502206
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a responsible position that provides complex secretarial work of an administrative nature and also maintains accounting and statistical records for the Airport. An employee in this position is self motivated and can handle several tasks in a changing environment. The nature of the work requires a solid understanding and constant use of a PC and or mainframe computer system. Work is reviewed by supervisors but attention to detail is critical.

ESSENTIAL FUNCTIONS:

1. Drafts correspondence for signature according to established policies and procedures.
2. Maintains appointment schedules; screens and refers callers; provides detailed responses to information requests about programs and activities.
3. Prepares requisitions for payment of invoices and maintains vendor files.
4. Inputs payroll into computer system and maintains all records for the area pertaining to personnel and payroll functions.
5. Operates a variety of office equipment including a computer, printer, facsimile, copier, telephone and dictation or transcription equipment.
6. Controls the security database for the Airport Assistant Director.
7. Establishes and maintains official documents and records in appropriate files.
8. Maintains all copies and files for detail invoices on grants and or projects.
9. Makes copies of records according to processes.
10. Prepares agendas, reports, tables and various other complex documents for reproduction and distribution.

ADDITIONAL RESPONSIBILITIES:

1. May do research for a project or a legal matter.
2. May receive visits or calls regarding complaints, that will be resolved or referred to the proper person for resolution dependent upon procedures.
3. May be responsible for following up on actions of a committee or group to ensure that decisions are implemented, contracts are prepared, and appropriate parties notified.
4. Prepares necessary presentation material and documents for Airport.
5. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of modern office practices and procedures and the use of office machines and equipment
2. Thorough knowledge of business English, grammar, spelling and arithmetic
3. Skill in the operation of computers and peripherals
4. Thorough knowledge of Microsoft office, mail merge, excel and other typical software applications used in an office environment
5. Ability to make and verify computations with accuracy at a high rate of speed
6. Ability to learn City operations and organization and moderately complex decisions in Accordance with established City and departmental policies and procedures
7. Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records
8. Ability to compose correspondence and perform routine office management details without direct supervision at all times
9. Ability to proof read text and data to provide accurate information.

Title: Administrative Assistant - Airport
PG: 33
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Airport

Class Code: 502206
Date: 09/08

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent, including or supplemented by courses in business or office related courses.
2. Six (6) years of experience in performing high-level secretarial duties including Microsoft Office Applications.
3. An equivalent combination of education and experience that is directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must be able to keyboard at a minimum rate of 60 words per minute.
4. Must be able to take and transcribe dictation in shorthand or another form of speedwriting.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.