

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

Class Code: 502205
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a responsible position that provides complex secretarial work of an administrative nature to an official or department head and may supervise subordinate clerical workers. An employee in this position works with minimal instruction or supervision. Work is reviewed for the effective achievement of desired results.

ESSENTIAL FUNCTIONS:

1. Drafts correspondence for signature according to established policies and procedures.
2. Participates in preparing budgets, and maintains budget accounts; plans and maintains an adequate supply of office materials and supplies.
3. Maintains appointment schedules; screens and refers callers; provides detailed responses to information requests about programs and activities; makes travel arrangements.
4. Operates a variety of office equipment including a computer, printer, facsimile, copier, telephone, and dictation/transcription equipment.
5. Attends meetings, seminars and conferences; takes notes and/or furnishes information.
6. Prepares agendas, reports, tables and various other complex documents for reproduction and distribution.
7. Establishes and maintains official documents and records in appropriate files.
8. Coordinates and may supervise the work of other clerical employees.
9. Maintains various records on office activities pertaining to personnel, purchasing, travel expenses, contracts, billings, insurance, etc.

ADDITIONAL RESPONSIBILITIES:

1. May do research for a project or a legal matter.
2. May receive visits or calls regarding complaints, which may be resolved or referred to the proper person for resolution.
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. 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 peripheral equipment.
4. Skill in taking shorthand or speedwriting and transcribing from recorded material.
5. Ability to learn City operations and organization and make moderately complex decisions in accordance with established City and departmental policies and procedures.
6. Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records.
7. Ability to compose correspondence and perform routine office management details without direct supervision.
8. Ability to proofread text and data to provide accurate information.
9. Ability and willingness to establish and maintain effective working relationships with supervising personnel, co-workers, subordinates, other City employees, the media, civic organizations and the general public.

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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 secretarial studies.
2. Six (6) years of experience in performing high-level secretarial duties.
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.