

**City of San Rafael
Job Class Specification**

Job Title: Administrative Assistant I

SUMMARY

Under general supervision, to provide a variety of routine to moderately difficult clerical support to various City organizational units which may include typing, word processing, receptionist duties, record keeping, and filing.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level position in the Administrative Assistant class. While incumbents are usually providing secretarial and administrative support directly for individual managers and supervisors, the organizational units are segments of departments with single or closely related functions. This position needs to be fully competent to perform a variety of clerical support duties. Positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Specific duties, including the amount of typing, word processing, and use of an on-line computer system, will vary with the organizational unit or units to which assigned. No shorthand is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Type correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned.
- Proofreads materials for accuracy, completeness, compliance with departmental policies, and correct English usage including grammar, punctuation, and spelling.
- Enters and retrieves data from computer system, following established formats.
- Prepares and updates a variety of reports.
- Tabulates data, calculates, collects and records fees, computes sums and performs related routine arithmetical calculations.
- Maintains records and processes forms, such as payroll records, purchase requisitions and orders, and others specific to the organizational unit.
- Establishes and maintains office files, and researches and compiles information from such files.
- Acts as receptionist and receives and screens visitors and telephone calls and takes messages.
- Provides factual information regarding City or unit activities and functions.
- Reviews computer-produced reports for accuracy and makes corrections.
- Performs a variety of administrative, secretarial and clerical functions for assigned units.
- Performs related work as required.

KNOWLEDGE OF:

- Basic office practices and procedures
- Correct English usage, including spelling, grammar, and punctuation
- Basic arithmetic
- Business letter writing and the standard format for typed materials
- Policies and procedures related to the department to which assigned
- Basic business data processing principles and the use of word processing equipment

ABILITY TO:

- Develop and maintain effective working relationships.
- Understand and carry out oral and written instructions.
- Maintain accurate records and files.

- Make accurate arithmetic calculations.
- Perform detailed clerical work accurately.
- Type accurately at a net rate of 50 words per minute from printed copy.
- Communicate tactfully and effectively with the public.
- Organize and maintain office files.
- Compose routine correspondence from brief instructions.
- Operate standard office equipment including PC and related software.
- Prioritize work and coordinate several activities simultaneously.
- Work evenings or shifts.

EDUCATION and/or EXPERIENCE:

Equivalent to graduation from High School.
 Three years of general clerical or office assistant experience.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

FLSA Status: Nonexempt
 Prepared By: Nash & Company
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