

**City of San Rafael
Job Class Specification**

Job Title: Administrative Assistant II

SUMMARY

Under general supervision, to provide responsible, varied, secretarial and office administrative assistance to a department head or major division supervisor within a department.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other City clerical classes in that incumbents provide office administrative and secretarial support to the head of a smaller less complex department, section, or major supervisor. The position requires knowledge of both unit processes and procedures, and the manager or director's approach to specific issues. General guidelines for approach are typically established by the department head; however, day-to-day activities may require the use of initiative and independent judgement, particularly when prioritizing work from several sources or when dealing with a variety of City staff and representatives of the public. This is a non-supervisory position. No shorthand is required.

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

- Receives and screens visitors and telephone calls, providing factual information which may require the interpretation of policies and procedures;
- Takes messages or refers the caller to the appropriate person;
- Researches and compiles a variety of informational materials;
- Opens, sorts and screens mail and attaches pertinent back-up materials;
- Types a wide variety of drafts and finished documents, including confidential materials from tapes, brief instructions, or written materials,
- Inputs or retrieves data from computer system.
- Initiates correspondence independently for signature by the department head.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage;
- Organizes and maintains various office files and records;
- Follows-up on projects, transmits information and keeps informed of department activities,
- schedules meetings and appointments and arranges for facilities and supplies;
- Oversees and coordinates preparation, compilation, reproduction and distribution of various documents and reports;
- Assists in gathering data, preparing and monitoring the annual budget;
- Monitors and orders office supplies and furnishings, issues and maintains balance of petty cash;
- May operate City vehicles to perform various errands.
- Performs a variety of tasks related to office administration specific to the department in which assigned.
- Performs related duties as required.

KNOWLEDGE OF:

- Standard office administrative and secretarial practices and procedures
- Business letter writing and English grammar, spelling, and punctuation
- Operation of common office equipment
- Record keeping, report preparation, and filing systems and methods
- Policies and procedures related to the department to which assigned
- Standard office equipment including PC and related software

ABILITY TO:

- Provide varied secretarial and office administrative assistance to management staff.
- Establish and maintain effective working relationships.
- Research and compile a variety of informational materials.
- Compose correspondence independently or from brief instructions.
- Maintain accurate records and files.
- Type at a rate of 55 net words per minute from printed copy.
- Organize work, set priorities, meet critical deadlines and following up.

EDUCATION and/or EXPERIENCE:

A typical way of gaining the knowledge, skill and ability outlined above is: Equivalent to graduation from high school and four years of responsible secretarial or office administrative experience, Business or secretarial school training is desirable.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several 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
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