

**City of San Rafael  
Job Class Description**

## **Job Title: Administrative Assistant III**

### **SUMMARY**

Under general supervision, provides responsible, complex, secretarial and administrative assistance to the Department Head of larger more complex department.

### **DISTINGUISHING CHARACTERISTICS:**

This multi-position class is distinguished from other City clerical classes in that incumbents provide office administrative and secretarial support to the head of a larger more complex department. The position requires knowledge of both unit processes and procedures, and the director's approach to specific issues. General guidelines for approach may or may not be established by the department head. Day-to-day activities are left to the initiative and independent judgement of the incumbents. This is a non-supervisory position. Shorthand is required at a speed deemed necessary by the department. Some positions may perform simple account clerk work such as processing invoices or assigning charges.

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

- Plans, schedules, assigns, reviews and monitors the work of clerical or related support classes.
- Interviews and recommends hiring, conducts performance appraisal and counseling of employees, documents deficiencies and recommends discipline.
- Receives and screens visitors and telephone calls, providing information requiring the interpretation of policies and procedures.
- Takes message or refer 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 taped dictation, brief instructions, or written materials.
- 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 files and records.
- Follows-up on projects, transmits information and keeps informed of department activities.
- Schedules meetings and appointment, and arranges for facilities and supplies.
- Oversees and coordinates preparation, approval, 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.
- Performs a variety of tasks related to office administration specific to the department in which assigned.
- May prepare agendas and attend meetings and take notes.
- May perform account clerk work such as processing invoices and/or assigning charges.
- Performs related duties as required.

### **KNOWLEDGE OF:**

- Department's mission, policies and procedures

- Standard office administrative and secretarial practices and procedures
- Business letter writing and English grammar, spelling, and punctuation
- Record keeping, report preparation, and filing systems and methods
- Policies and procedures related to the department to which assigned
- Modern office equipment including PC and related software
- Basic bookkeeping
- Windows, Excel, Powerpoint

**ABILITY TO:**

- Organize, prioritize assign and review the work of clerical and related support staff.
- Provide varied complex secretarial and office administrative assistance to management staff.
- Use initiative and independent judgment within established guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- 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 60 words per minute from printed copy.
- Organize work, set priorities, meet critical deadlines and follow up with a minimum of direction.
- Prepare agendas, attend meetings and take notes.
- Perform basic account clerk work such as processing invoices and assigning charges.
- Operate Computer

**EDUCATION and/or EXPERIENCE:**

A typical way of gaining the knowledge, skill and abilities outlined above is:

Equivalent to graduation from high school and five years of responsible secretarial or office administrative experience at least three of which has been with the City of San Rafael or in a similar department in another CA municipality.

**OTHER REQUIREMENTS:**

Valid California driver's license preferred.

**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 discount 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  
Prepared By: Nash & Company  
Prepared Date: January 2001  
Approved By: City of San Rafael  
Approved Date: October 2001