

**City of San Rafael
Job Class Specification**

Job Title: Administrative Assistant to the City Clerk

SUMMARY

The Administrative Assistant to the City Clerk's position is responsible for typing, filing and responding to inquiries over the telephone and to visitors in the City Clerk's Office. The Position also works closely with the City Attorney's Office, Management Services Department and City Manager's Office to receive, record, and process claims and lawsuits against the City as well as functioning as an active member of the Loss Prevention Committee. Assists City Clerk with the department budget and ensuring legal conformance with the Fair Political Practices Commission reporting laws. Performs other related secretarial and office administration functions as assigned.

DISTINGUISHING CHARACTERISTICS:

This single position class is distinguished from the Deputy City Clerk in that it is solely responsible for claims processing, and the Deputy City Clerk is solely responsible for recording and transcribing minutes of the Redevelopment Agency/City Council meetings. It is further distinguished from other Administrative Assistant II's and from Administrative Assistant III by its lack of supervisory responsibilities and its reporting relationship to two Department Heads. (Position divided as: 80% Secretary to the City Clerk / 20% Claims.)

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

- Performs typing, organizing, sorting, copying and mailing Council agenda packets, as well as maintains mailing lists of subscribers of agendas and minutes.
- Uses a personal computer, to type a variety of forms, letters, reports, ordinances and resolutions.
- Greets and assists visitors at the front counter, answers the telephone and responds to Inquiries by providing detailed and specific information concerning City Clerk functions and claims.
- Functions as the Loss Prevention Committee Secretary. Processes claims and lawsuits against the City by establishing and maintaining files, keeping chronological log of claims, coordinating meetings, taking action minutes and obtaining City Manager payment authority approval.
- Files a variety of documents maintained by the City Clerk's Office.
- Maintains office supplies, handle petty cash/receipting. as well as department warrants for checks.
- Fills in for City Clerk and Deputy City Clerk when they are absent (will be deputized by taking an oath).
- Performs related duties as required.

KNOWLEDGE OF:

- 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 processing claims
- Word processing principles, as well as printer, copier fax and other business machine usage

Ability to:

- Providing complex secretary and office administrative assistance to management staff.
- Using initiative and independent judgment.
- Establishing and maintaining effective working relationships.
- Researching and compiling a variety of informational materials.

- Preparing and presenting clear and concise verbal and written response.
- Maintaining accurate records and files.
- Organizing work, setting priorities, meeting critical deadlines and following up with minimal direction.
- Typing at a rate of 65 net words per minute.

EDUCATION and/or EXPERIENCE:

Requires equivalent to graduation from high school and five (5) 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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. 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, distance vision, color vision, peripheral vision, depth perception, 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 and Company
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