

CITY OF TOPPENISH
Class Specification

Title: Administrative Assistant

Department: All Departments

Reports To: Office Manager

FLSA Status: Non-exempt

Salary: per CBA

Union Status: Represented

Effective Date: January 1, 2005

General Summary

Provide a variety of intermediate level secretarial duties, including composition, word processing, filing, records creation/keeping, invoice coding, and calendaring for department director. Greet visitors, answer phones, provide routine information, and direct customers and/or staff to the appropriate individual(s). Assist department head in a wide variety of work tasks and projects. This is a generic job description which describes typical secretarial duties.

Essential Functions/Major Responsibilities

Compose general correspondence, memos, and notices in a professional manner.

Schedule appointments, coordinate meetings and advise on itineraries.

Utilize maintain and operate a variety of office equipments such as personal computers, copy machines, fax machines, postage meters, 10-key calculator, and other standard office equipment.

Greet visitors, ascertain nature of business, and provide guidance to place of appropriate person.

Place outgoing calls, answer telephones, route calls and give information to callers.

Sort, scan, date, and route incoming mail.

Perform general word processing.

Proofread material to assure proper layout, arrangement, grammatical composition, indexing, and inclusion of all pertinent information from the source.

Organize, maintain, and assume custodial responsibilities for files and records.

Secondary Functions

Perform minor custodial duties (office/restroom).

Code invoices.

Prepare reports.

Perform other related duties to relieve those to whom assigned of office details and routine administrative matters.

Job Scope

Position encounters recurring work situations with occasional variations from the norm. Job involves a moderate degree of complexity or difficulty as a result of changing governmental rules, regulations, and procedures. Operate from established and well-known procedures. Job tasks are usually performed independently with minimal supervision. Work is normally checked or verified by person who assigned the work. Errors in work or judgment could cause time delays and add to project costs. Decisions are normally made within City organization policy constraints.

Supervisory Responsibility

Job does not have supervisory responsibility.

Interpersonal Contacts

Contacts are normally made with others within the city organization. Contacts contain some discussion about confidential/sensitive matters. Most contacts are made verbally by use of the telephone. Contacts are usually made at the supervisor's request.

Specific Job Skills

Ability to keyboard at a rate of 55 words per minute. Possess a strong knowledge of secretarial and office procedures. Possess good knowledge of grammatical composition. Ability to utilize a variety of standard office equipment. Possess strong interpersonal skills, telephone etiquette, the use of discretion in all contacts, and the capacity for teamwork. Mental activities include decision making, applying interpersonal and customer service skills, use of discretion and participating in a team environment. Physical activities require sitting, talking, reaching, hearing, seeing, handling, grasping, repetitive motions of hand/wrists, keyboarding, and walking. Job may require lifting or carrying up to twenty pounds.


Education and/or Experience

Position requires an associate degree or equivalent specializing in Business Administration, Management, Customer Service, Office Operations, or related discipline and a minimum of two to four years related experience, or equivalent education and experience.

Job Conditions

Position encounters periods of extensive close work.

APPROVED



Debbie Zabell, City Manager

Updated:

10/12/2022: Heading, format, remove department director, add office manager, update city manager

Administrative Assistant