JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Administrative Assistant</th>
<th>Civil Service:</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Parks &amp; Recreation</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Parks and Recreation Director</td>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Location:</td>
<td>Thomas/Lowe Park</td>
<td>Overtime Status:</td>
<td>Hourly</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>11/04/16</td>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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</tbody>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):
This is a secretarial and clerical position. Work involves performing various secretarial and public relation duties, usually for a department head. This employee maintains records, and performs some management functions, as designated by his/her supervisor. The nature of this position is such that the employee has considerable independence in performing routine work, receiving complaints, giving information and related duties. The supervisor provides minimal supervision and review unless the nature of the assignment dictates otherwise. An important function of this employee is that he or she is capable of relieving the supervisor of a wide variety of requests not requiring his or her personal attention. Supervision is exercised over other clerical personnel.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Takes and transcribes oral dictation, types correspondence and other material.
- Composes necessary correspondence; may sign the supervisor's name to correspondence following well-established precedent.
- Functions as a receptionist, uses the switchboard, and performs advanced secretarial functions for a supervisor; meets the public and offers information requiring knowledge of departmental policies and procedures; serves as a representative of the supervisor; contacts other employees, officials and the general public with regard to appointment scheduling.
- Maintains a bookkeeping system for the various transactions of the department; keeps personnel records, prepares payroll; compiles various reports on the activities of employees as requested by the supervisor.
- Performs work pertaining specifically to the department to which assigned, such as board or committee minute keeping.
- Analyzes data and prepares reports, forms and summaries as requested by the supervisor.
- Operates the department's computer and other office machines necessary to perform required work.
- Supervises other clerical personnel.
- Maintains records of purchase orders and invoices for materials received.
- Maintains records of employee overtime in accordance with contract guidelines.
- Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

List key dimensions (measurements for success) for this position:

- Extensive knowledge of business English, punctuation, spelling and arithmetic.
- Knowledge of the regulations, procedures and services of the department to which assigned.
- Knowledge of word processing and the use of computers.
- Ability to perform arithmetic computations quickly and accurately.
- Ability to make minor decisions in accord with established laws, rules and regulations.
- Ability to supervise clerical personnel.
- Ability to maintain clerical records and prepare accurate reports as required.
- Ability to prepare effective correspondence on routine matters and perform some office management duties without supervision.
- Ability to take and transcribe oral dictation.
- Ability to understand and implement oral and written instructions.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Skill in the operation of a typewriter and in rapid and accurate transcription of oral dictation.

**ESSENTIAL FUNCTIONS**

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:
- Ability to read, speak, write and understand English to effectively communicate with citizens and employees by telephone, two-way radio, in written form or face-to-face.
- Ability to operate telephone, computer keyboard, calculator, switchboard, typewriter, photocopier and similar electronic and manual office machines.
- Ability to operate keyboard at 60 words per minute.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
- Ability to sit for long periods of time for typing and computer work.
- Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.
- Ability to take and transcribe oral dictation and oral meeting notes.

**QUALIFICATIONS**

List the minimum requirements to be considered for this position:
- High school diploma.
- Administrative experience required.
- Any equivalent combination of training and experience may be acceptable.

**WORKING CONDITIONS**

List working conditions for this position:
- Works in an office environment with a standard work week.
- The work is primarily sedentary, involving sitting 95% of the time, standing and walking 5% of the time.
- Vision Requirements: The standard for use with those whose work deals with preparing and analyzing data and figures, extensive reading, and the use of a computer terminal.
- Required Physical Activities: Hearing, talking, finger dexterity, and repetitive motions.
- Environmental Conditions: The worker is not substantially exposed to adverse environmental conditions.

**REQUIRED BACKGROUND CHECKS**

List working conditions for this position:
- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical