

City of Capitola

ADMINISTRATIVE ASSISTANT I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

GENERAL PURPOSE

Under, direct Supervision, this classification performs a variety of routine and complex clerical, secretarial and administrative duties in filing and maintaining official records, providing administrative support to the assigned department, and assisting in the administration of the standard operating policies and procedures of the assigned department.

ESSENTIAL DUTIES AND RESPONSIBILITIES - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Answers questions and handles complaints from the public; provides information that may require understanding of Department rules, regulations or City ordinances.

Prepares a variety of correspondence and reports using Microsoft Office (Word, Excel, Publisher, PowerPoint).

Makes appointments, arranges conferences and meetings and maintains itineraries for supervisors.

Files and retrieves records and information including confidential information.

Prepares and distributes department manuals and memos.

Trains and supervises part-time employees, volunteers, trainees or students.

Operates a variety of office equipment.

Performs research, analysis and assembly of information and data for the preparation of reports.

Screens department phone calls and directs them to the appropriate individuals.

May prepare meeting agendas, act as recording secretary, and transcribes meeting minutes.

Provides back up to the receptionist, sorts mail, answers phones and responds to inquiries at the public counter.

Designs new forms for computer use.

Maintains various logs and computer mailing lists.

Acts as custodian of departmental documents and personnel/payroll records.

Prepares personnel action forms for a variety of personnel actions.

Under direction of the Personnel Department, may assist in the recruitment and testing of new personnel, place newspaper advertisements, process applications and schedule oral boards and written examinations.

Maintains inventories and orders office supplies and materials for assigned department.

Serves as cashier including receipting of payments and posting monies to appropriate accounts.

Prepares purchase orders by reviewing requisitions for proper accounting, fund balance and appropriation.

Meets with the public.

Essential Duties Administrative Assistant II

Acts as court liaison employee, responsible for receiving and coordinating subpoenas and other requests for court appearances.

Maintains confidential police department personnel records and the department policy manual.

Maintains records for P.O.S.T. compliance and acts as P.O.S.T. liaison.

Provides back up to records division, releases vehicles.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) Three years of progressively responsible experience in performing secretarial duties and working with the public; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of: department ordinances and law provisions; methods of modern office practices and procedures; and department organization, personnel, equipment and procedures.
- (B) Skill in operating the listed tools and equipment.
- (C) Ability to: read and understand written and oral directions, work well with the public and others; give accurate and complete information to inquirers; receive and account for money accurately; type 55 words per minute; keep accurate records and prepare clean and concise reports; work independently and use time efficiently; use good judgment in handling problems that arise; maintain confidentiality; and use good English spelling, punctuation and grammar.

SPECIAL REQUIREMENTS

Possession of a valid California motor vehicle operator's license.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer; calculator, telephone, cash register, tape recorder, transcription equipment, copy machine, postage machine and fax machine.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk, bend, stoop or squat; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the 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.

The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date:

Revised: 6/24/04

Revised: 6/21/2021