



Job Title	Administrative Assistant, Senior	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	3	Job Code	19540

Class Specification – Administrative Assistant, Senior

Summary Statement:	
<p>The purpose of this position is to perform a variety of highly responsible and complex secretarial, administrative, and clerical accounting duties in support of assigned department, division, or program; coordinate and participate in office functions in support of the goals and objectives of the area of assignment; and provide information and assistance to the public regarding City policies and procedures.</p>	
DISTINGUISHING CHARACTERISTICS:	
<p>This is the advanced journey level class in the Administrative Assistant series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series and serves in a working supervisory capacity over lower level staff.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Perform a variety of complex administrative, secretarial, and accounting clerical duties in support of assigned department, division, or team. Review, research, and summarize a variety of fiscal, statistical, and administrative information; coordinate and participate in the preparation of various reports, memoranda, and correspondence of a legal, technical, or confidential nature. Coordinate and participate in activities related to the development and administration of the assigned budget; ensure that department or division staff submits necessary documents and forms according to established timeliness; monitor expenditures and other financial transactions; ensure compliance with budgetary restrictions; maintain related financial ledgers and logs; and resolve discrepancies.
25%	Maintain a calendar of activities, meetings, and various events for assigned staff; schedule meetings and coordinate activities with other City divisions and departments, the public, and outside agencies; and make travel arrangements as required. Screen



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	office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned responsibilities. Serve as liaison for the assigned area with other City departments, divisions, and outside agencies; and answer questions and assist in negotiating and resolving sensitive and controversial issues.
20%	Perform responsible administrative secretarial duties in support of City executive management staff; and perform a wide range of administrative support tasks, ensuring the clerical and administrative portions of the executive's work are accomplished. Attend meetings; prepare agendas and other documentation; take minutes and notes of actions taken; and distribute information to appropriate staff as necessary. Perform a variety of the full range of general clerical duties including filing, record keeping, data processing, and dictation/transcribing.
15%	May oversee and review the work of office staff; provide training as necessary; provide information on office procedures; respond to and resolve inquiries; recommend improvements in workflow, procedures, and use of equipment and forms. May coordinate, supervise, and participate in the full range of complex clerical accounting functions involved in maintaining a major account or class of accounts; review work to ensure conformance with established accounting policies, procedures, and account closing dates; and perform the full range of clerical accounting tasks including examination coding, posting, verification, and reconciliation of accounting data.

Competencies Required:
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
 Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to completion of the twelfth grade (high school diploma or GED) supplemented by additional specialized training in secretarial sciences, accounting, or other related field.

Experience: Four years of full-time administrative, secretarial, and/or clerical accounting experience.

Education and Experience Equivalency
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:



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Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2021