



City of Casa Grande

Administrative Assistant

GENERAL PURPOSE: Under general supervision, performs a variety of secretarial, technical, organizational and administrative activities to support the functions of the assigned Department; duties may vary according to work assignment.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Maintains calendars, schedules meetings and appointments; prioritizes and resolves complex meeting schedules; coordinates meeting resources and travel.
- Prepares meeting agendas and presentation materials; takes and transcribes meeting minutes, and prepares summaries for distribution.
- Conducts and coordinates assigned projects and research studies; identifies and resolves problems; may coordinate the work of office staff.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the assigned Department; creates, edits and processes memoranda, legal and technical documents and other communications.
- Maintains department files and library; collects and compiles statistical data; develops and creates a variety of technical and statistical reports; updates manual and computer records and tracking systems; creates management reports.
- Maintains personnel and payroll files; researches files and computer databases; assures all administrative actions are in compliance with City policy, procedures and guidelines; utilizes the City computer systems to input, access, retrieve, and review confidential data. May assist in departmental budget and fee schedule development. May assist with departmental budget administration and monitoring.
- Resolves problems and customer service inquiries within scope of authority; screens and routes calls to appropriate individuals, takes and delivers messages.
- Provides advice and assistance to staff and customers on compliance with laws, rules and regulations.
- May supervise and review the work of Department staff.
- May serve as Notary Public.
- Performs other duties as assigned or required.

JOB DESCRIPTION

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SUPERVISION EXERCISED: May supervise clerical staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and three (3) year's administrative support experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of personnel rules, accounting and budgeting systems.
- Knowledge of basic principles of record keeping, case files and records management.
- Knowledge of administrative regulations, policies and procedures.

- Skill in reading and understanding City, state and Federal rules and regulations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in writing accurate reports, documents and correspondence.
- Skill in working independently and as a team member, maintaining composure, and working effectively in a high-pressure environment with changing priorities.
- Skill in effective oral and written communication.

Special Requirements: None.

Physical Demands / Work Environment: Standard office environment.

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