

## **ADMINISTRATIVE ASSISTANT**

(Confidential)

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

### **DEFINITION**

Under direction of a department head or higher, perform a wide variety of responsible, highly confidential, and complex administrative duties for an assigned department director; to attend meetings and prepare minutes; to provide information and assistance to the public regarding departmental policies and procedures; and, may provide supervision to lower level staff.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Assistant class is the highest level in the clerical series responsible for performing the most complex administrative support duties to at least the department head level. The Administrative Assistant (Confidential) differs from the non-Confidential Administrative Assistant in that the latter has limited exposure to confidential labor/employee relations documents and information (may fill in during absences and participate in cross-training activities). The Administrative Assistant (Confidential) differs from the Administrative Clerk III in that the latter performs complex, highly responsible administrative support duties that do not involve direct support to a department head.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Perform a wide variety of responsible, highly confidential, and complex administrative duties in support of a department director or higher; type and proofread a wide variety of reports, letters, memoranda, and statistical charts; take and transcribe from dictation; type from rough draft or verbal instruction; may independently compose correspondence related to assigned responsibilities.
- Maintain a calendar of activities, meetings, and various events for assigned director or higher; coordinate activities with other City departments, the public, and outside agencies.
- Screen office and telephone calls; respond to complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned responsibilities.
- Participate in duties relating to the administration of assigned department; provide administrative support in preparing comprehensive reports, minutes of meetings, and agenda packets for meetings.
- Attend a variety of meetings as assigned; assist in coordinating the preparation and distribution of presentation materials, agendas, reports, and meeting packets; prepare minutes.
- Assist in preparation of department budget; monitor expenditures; prepare budget reports for department director.
- Coordinate travel arrangements as needed; process reimbursement requests.

- Order and maintain office supplies and equipment; monitor expenditures; submit budget recommendations for office supplies.
- Process invoices; coordinate with vendors regarding billing problems.
- Monitor status of various projects; develop methods and maintain systems for tracking due dates.
- Coordinate activities with other City departments, outside agencies, developers, and contractors.
- Operate a variety of office equipment including copiers, facsimile machine, and computer; input and retrieve data and text; organize and maintain disk storage and filing.
- Screen, sort, and distribute mail; respond to routine correspondence.
- Assist in a variety of department operations; perform special projects and assignments as requested.
- May oversee and coordinate the work of assigned clerical staff; direct work flow; ensure compliance with departmental guidelines, policies, and procedures.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Modern office procedures, methods, and equipment including computer equipment.
- Common word processing and spreadsheet software packages.
- Business letter writing and basic report preparation techniques.
- Principles and procedures of filing and recordkeeping.
- Basic principles of supervision, training, and performance evaluation.
- English usage, spelling, grammar, and punctuation.
- Rules and regulations governing public meetings.

### Ability to:

- Plan, organize, and schedule office priorities.
- Perform difficult administrative support services.
- Interpret, explain, and enforce department policies and procedures.
- Perform responsible and difficult administrative work involving the use of independent judgment, personal initiative, and with the utmost confidentiality and decorum.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently prepare correspondence and memoranda.
- Take and transcribe dictation, if required by assigned position, at a speed necessary for successful job performance.
- Type at a speed necessary for successful job performance.
- Work independently in the absence of supervision.
- Maintain confidential records and reports.
- Operate and use modern office equipment including a computer.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work and be an effective and contributing member of the team.

**Minimum Qualifications:**

**Education and/or Experience:**

Either three years of highly responsible office administrative support experience, preferably in support of a management position; - or – one year as an Administrative Clerk III with the City of American Canyon.

**License Requirement:**

Some positions may require possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

**Other Requirements:**

Some positions may require evening, weekend, or other shift work.

<b>Classification</b>	<b>Adopted</b>	<b>Revised</b>	<b>Retitled</b>	<b>Class Code</b>	<b>FLSA Designation</b>	<b>Rep Unit</b>
Administrative Assistant - Confidential	6/1995	Became Conf. 7/07	6/01	3706	Non-Exempt	3

APPROVED: \_\_\_\_\_  
Human Resources Director

Date: \_\_\_\_\_