

City of Vicksburg
Job Description

Job Title: Administrative Assistant / All Departments

Department:

Reports To: Director / Department Head

FLSA Status: N

Prepared By: PMT

Prepared Date: October 15, 2002

Approved By:

Approved Date:

Summary Manages all aspects of busy administrative office, schedules appointments, gives information to callers, maintains and organizes personnel files, and otherwise relieves department head of clerical work and administrative / business detail by performing the following duties:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Completes administrative projects and assignments for department head or managerial staff.

May be responsible for administrative tasks and routine managerial assignments.

May be responsible for the supervision of other staff members.

May be responsible for any of the following clerical duties:

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.

Matches up and signs all purchase orders

Orders office supplies and janitorial supplies.

Transcribes notes on typewriter or computer, or transcribes from voice recordings.

Composes and types routine correspondence.

Prepares all paperwork for sick and vacation leave.

Organizes and maintains basic and personnel file system, and files correspondence and other records.

Answers and screens manager's telephone calls, and arranges conference calls.

Coordinates manager's schedule and makes appointments.

Greets scheduled visitors and conducts to appropriate area or person.

Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.

Makes copies of correspondence or other printed materials.

Prepares outgoing mail and correspondence, including e-mail and faxes.

Orders and maintains supplies, and arranges for equipment maintenance.

Compiles timesheet records for payroll.

Completes sick leave and vacation forms for employees in department.

Supervisory Responsibilities

May be responsible for one or more subordinates.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must have at least an Associate's degree (A.A./A.S.) and 2 years of work related experience; or High school diploma or general education degree (G.E.D.) and at least 4 years of related experience and/or training; Must have basic computer skills.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software (QuatroPro) and Word Processing software (WordPerfect).

Certificates, Licenses, Registrations

Must have a valid driver's license.

Other Skills and Abilities

Must have good organizational skills and be able to interact effectively with the public;
Must have good computer, typing, and phone skills.

Other Qualifications

Overtime, flexible work schedule and on call work status is not a normal requirement of this position, but may be assigned if necessary.

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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and 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 usually moderate.