

**City of Alamosa
Job Description**

**ADMINISTRATIVE ASSISTANT
Revised 1/12/10**

Salary Range: \$10.20 - \$13.35

General Statement of Duties: Performs moderately complex general clerical/secretarial work characterized by some repetitive and routine tasks for management and professional staff.

Supervision Received: Works under general supervision of the Office Supervisor.

Essential Functions:

NOTE: The essential functions and major responsibilities listed 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. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

- Responsible for thoroughness, competency, and sound judgment, where failure to perform effectively and efficiently could have serious impact on departmental operations, public relations, and the efficient use of resources.
- Respond to public inquiries on the telephone and in person, for a great variety of departmental services and activities. Provide information and assistance to the public in a courteous and sensitive manner. Resolve complaints within scope of information and authority, referring questions to the Director or others as appropriate.
- As directed, serve as recording secretary to various boards and commissions, attending meetings to take and transcribe minutes. Type reports, public notices, and other materials as directed. Establish and maintain filing systems for departmental records.
- Generate and proofread correspondence and other written materials such as letters, reports, notices, and memoranda.
- Establishes and/or maintains a variety of files, records and documents as required to maintain complete reference and operational records according to established methods and procedures.
- Coordinates purchases within the Department including issuing and typing purchase orders. Maintains inventory of office supplies.
- Processes accounts payable which includes coding bills to proper accounts and filing paid invoices.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of:

- General office practices
- Grammatical usage, spelling, punctuation, etc.;
- Filing systems such as alpha, numerical, chronological, subject, etc.;
- Office machines, personal computers and office software.

Ability to:

- Exercise independent judgment. Follow written and oral instructions.
- Establish and maintain effective working relations with superiors, other employees and the public. Maintain confidentiality and diplomacy when handling sensitive matters.
- Must have a sound knowledge and ability in business correspondence, and an ability to proofread for accurate grammar, spelling, and punctuation with a high degree of accuracy.
- Perform data entry into various computer systems for customer accounts, information requests, financial data, etc. Make arithmetic calculations rapidly and accurately on 10-key/full business calculator.
- Meet deadlines and use good judgment. .
- Prepare, process, and file a variety of moderately complex forms, records and reports.
- Type accurately at a speed of 45 words per minute.
- Maintain filing system for the department and its subordinate divisions
- Learn various software programs as necessary to manage departmental operations..

Required Physical Capabilities:

- Work is performed primarily in a fast-paced office setting with frequent interruptions, and at the reception counter of the department with necessity to deal with various members of the public.
- Normal range of vision and hearing for ensuring the safety of the employee, co-workers, and general public.

	not at all	occasionally	1-3 hrs.	4-6 hrs.	7-8 hrs.
Lift/Carry					
0-10 lbs				XX	
11-20 lbs.			XX		
21-40 lbs		XX			
41-60 lbs.		XX			
Push/Pull					
0-20 lbs.				XX	
21-25 lbs.		XX			
26-50 lbs.		XX			
51-75 lbs.	XX				
76-100 lbs.	XX				
Bending			XX		
Overhead reaching			XX		
Twist/Turn			XX		
Kneel/Squat		XX			
Sit				XX	
Stand/Walk			XX		
Ladder/Stair Climbing		XX			
Rotate activities/positions				XX	