

## **ADMINISTRATIVE ASSISTANT I**

### **Definition**

Under general supervision, to be responsible for and perform specialized office clerical work of a difficult and complex nature; and to do related work as required. This is the entry level classification in the clerical series.

### **Examples of Duties**

Duties may include, but are not limited to, the following: Performs specialized clerical functions; meets the public; accepts payment of fees and explains regulations; interprets policies; prepares correspondence and reports in conformance with departmental and City policies; gathers and interprets data in preparing reports, performs a variety of duties involving the keeping and checking of records and accounts; prepares payroll records; accepts and accounts for monies from fees; issues various permits and prepares reports of fees collected; interviews applicants to establish charges where standards are clear and fixed; handles public relations with a variety of persons; sets up and maintains a filing system; maintains inventories; assists in the development of office procedures; may operate radio-telephone equipment; makes appointments and arranges meetings.

### **Employment Standards**

#### **Education and Experience**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

*Experience:* Three (3) years of progressively responsible clerical experience.

*Education:* Any combination equivalent to graduation from high school.

#### **Knowledge and Abilities**

*Knowledge of:* Modern office methods and equipment; clerical and financial recordkeeping procedures; filing systems; operation of standard office machines.

*Ability to:* Interpret and apply policies, regulations, ordinances and procedures; make accurate comparisons and arithmetic computations; establish and maintain effective working relationships; deal tactfully and courteously with the public and

other employees; locate, classify and interpret a variety of financial and related information; type at a net rate of 50 words per minute; learn to use computer hardware and software to prepare correspondence, maintain records, monitor financial accounts and analyze data; transcribe from dictating equipment.