

## **ADMINISTRATIVE ASSISTANT II**

### **Definition**

Under minimal supervision, perform a variety of complex and responsible technical, legal and confidential clerical work in which assignments and procedures require use of some independent judgment; the ability to work independently in meeting deadlines; knowledge of City policies and legal requirements; independently research and report on a variety of subjects; do related work as required. This position encompasses a variety of tasks which exceed customary clerical duties by adding specialized/technical aspects with a moderate degree of responsibility. This position receives instructions which are complex and technical in nature, and carries them out with a minimum of supervision.

### **Examples of Duties**

Serve as administrative support to various committees, subcommittees and commissions; prepare packets of information; compile and prepare ordinances, resolutions, contracts, legal documents, correspondence, memos and reports from draft, verbal direction, and/or independently, in conformance with departmental and City policies; research, compile and interpret data for reports or special projects; transcribe or prepare correspondence or spreadsheets from notes, verbal instruction or dictation; schedule appointments and meetings; attend meetings as required and prepare records of proceedings; perform complex, responsible and confidential duties; prepare payroll records and enter into computerized payroll system; process and document invoices; assemble and prepare documents for budget; maintain filing systems; assist in the development of office procedures; operate a variety of office equipment; maintain office supplies; responsible for maintenance of office equipment; act as initial point of contact with public; accept payment of fees and explain regulations; interpret policies, regulations, ordinance and departmental procedures to the public; answer multiple telephone lines, screen and direct calls; provide information upon inquiry of public or City departmental staff, or refer to appropriate source; train and direct temporary clerical staff; perform other administrative/technical responsibilities as assigned.

## **Employment Standards**

### **Education and Experience**

Any combination equivalent to graduation from high school and three years of progressively responsible clerical experience including one year specialized/technical training and/or office management experience.

### **Knowledge and Abilities**

*Knowledge of:* Modern office methods and equipment; computer software knowledge to include advanced word processing, spreadsheets, data base management, accounting and payroll;

*Ability to:* Perform a variety of technical and/or clerical work involving independent judgment; apply specialized information unique to department in which assigned; interpret and apply policies, regulations, ordinances and procedures; make accurate comparisons and arithmetic computations; communicate clearly and concisely both orally and in writing; follow oral and written instructions; type from clear copy at 50 net words per minute; work effectively with the public, both in person and by telephone; supervise temporary clerical personnel.