

# Administrative Assistant Job Classification

## 246.1 DEFINITION

Under supervision serves as the assistant to the Fire Chief and other Chief Officers within the department by independently performing a variety of responsible administrative and secretarial tasks related to the administration of the department; and performs other work as assigned.

## 246.2 CLASS CHARACTERISTICS

**Administrative Assistant I** Incumbents are expected to exercise considerable initiative and judgment in performing regular ongoing duties of the position and accomplish special assignments or projects with minimal instructions related to the daily operations of the department.

**Administrative Assistant II** Incumbents are expected to exercise a high degree of initiative and independent judgment in performing confidential and complex administrative work related to the daily operations of the department.

**Administrative Assistant III** Incumbents provide the full range of secretarial and office administrative services in addition to assuming an increased level of participation in management activities requiring thorough knowledge of the departments policies. Responsibilities may also include coordination of workflow with other departments and external agencies.

## 246.3 EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY)

Note: The following duties are performed by employees in this classification; however, employees may perform related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Provides a variety of administrative support to department administration including receiving and screening visitors and calls, providing information, referring matters to appropriate staff and resolving complaints as appropriate; screening incoming correspondence and arranging items by priority for prompt response or action; acting as liaison to other departments and agencies; making appointments and travel arrangements; maintaining calendars; coordinating events and related logistics; and arranging and preparing materials for conferences and meetings.
- Provides staff support to committees or joint powers authorities; contacts all associated parties; determines meeting dates; arranges for meetings; prepares agendas and other materials; takes, produces and distributes minutes; follows-up on actions as needed; and represents the department at meetings, in work groups or on committees. Performs operational tasks such as monitoring budget and expenditures; processing payroll, accounts payable, receivables and expenses; preparing journal vouchers; requisitioning office supplies; acting as primary contact with vendors and service providers and making purchase recommendations; setting up and maintaining a

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variety of office files and records; completing personnel action forms; supporting department recruitment efforts; performing on- and off-boarding of employees; checking and maintaining time reports, vacation and sick leave records; and recommending changes in clerical and office procedures.

- Prepares and distributes a wide variety of correspondence, reports, contracts, grant applications and other materials from copy or verbal instructions. Composes routine correspondence. Reviews documents for completeness, accuracy, formatting, compliance with policies and procedures and appropriate English usages. Edits, formats and uploads content to websites. Researches, compiles and organizes data for use in reports and special projects. At increasing responsibility levels, prepares routine to complex reports on administrative issues as directed.
- May take and transcribe oral dictation from shorthand notes, or transcribe from machine recordings.
- Coordinates and maintains weekly agenda items of the Fire Board by preparing necessary notices and forms for transmittal and distribution.
- Administers department-specific computer systems, including coordinating with vendors or information technology staff; training and acting as a resource to department staff; and troubleshooting minor problems as they arise.
- Performs other related duties as assigned.

#### **246.4 MINIMUM QUALIFICATIONS AND CERTIFICATIONS & LICENSES**

Any combination of education and experience that would demonstrate possession of the knowledge and skills listed.

**Administrative Assistant I:** Typically, the equivalent to one year of increasingly responsible administrative support experience relieving managers, supervisors or program administrators of clerical and administrative duties; or three years of increasingly responsible clerical experience.

**Administrative Assistant II:** Typically, the equivalent to three years of increasingly responsible administrative support experience relieving managers, supervisors or program administrators of clerical and administrative duties. Experience in a public sector or law enforcement environment or dealing with governmental, community and business representatives is desirable.

**Administrative Assistant III:** Typically, the equivalent to four years of substantial and increasingly responsible administrative support experience which includes at least two years as an advanced journey level administrative assistant providing management level support. Experience in a public sector or law enforcement environment or dealing with governmental, community and business representatives is desirable. College or business school training in a field related to the work is desirable.

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#### **246.5 KNOWLEDGE OF**

- Standard office administrative practices and procedures including filing and retrieval systems, business correspondence formats and the operation of standard office equipment.
- Standard office applications including word processing, spreadsheet software and database systems.
- Business English including spelling, grammar and punctuation.
- Basic arithmetic.

Some assignments include the following:

- Basic budgetary principles and practices.
- Accounting clerical policies and procedures related to the processing, reconciling and recording of financial records and transactions.
- Procedures and forms related to processing payroll and human resources records.
- Basic principles and practices of staff supervision.

#### **246.6 ABILITY TO**

- Independently perform a variety of routine and complex administrative tasks.
- Learn the organization, services, programs, policies and procedures of the assigned department, committee or board.
- Learn basic organization, structure and function of public agencies, including the roles of elected officials and appointed commissions and committees.
- Maintain highly sensitive and confidential information depending on assignment.
- Interpret, apply and explain departmental and County rules, regulations, ordinances, policies and procedures.
- Independently compose letters and other correspondence.
- Compile and summarize data; prepare reports, correspondence and other materials which may require researching and summarizing information from various sources.
- Monitor departmental contracts and budget accounts including routine expenditures; perform tracking as appropriate.
- Provide lead direction and training or formal supervision to others depending on assignment.
- Process accounting, human resources, payroll and purchasing transactions using an automated enterprise system depending on assignment.
- Perform basic mathematical calculations.
- Prepare and maintain accurate and concise records and reports.

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- Communicate effectively both verbally and in written form sufficient to convey information and instructions to the public and other employees in situations requiring tact, courtesy and poise.
- Establish and maintain effective working relationships with those encountered during performance of duties.
- Type at an acceptable rate of speed based on the requirements of the position.