

Job Title: Administrative Assistant
SCA Equivalent: 01111 General Clerk I
Effective Date: January 1, 2012
Latest Revision: July 1, 2017
AIP Target: 10% of Base Earnings
Profit Centers: 208

Primary Accountability - Responsible for providing a broad range of clerical and administrative support to a manager or department.

Description of Primary Responsibilities

- 1) Provides basic and moderately complex clerical support:
 - a) Types correspondence, reports and other documents as directed,
 - b) Prepares reports and documents for distribution, including duplication, collating and binding,
 - c) Scans and files documents as directed,
 - d) Receives/sends mails and express packages,
 - e) Schedules conferences and meetings.
- 2) Answers the phone and greets visitors:
 - a) Assists callers or visitors with inquiries or questions; directs to other employees or takes/sends messages to voicemail as appropriate.
- 3) Provides administrative support:
 - a) Maintains office supplies and inventory,
 - b) Maintains supplies of forms and other electronic and hardcopy documents required for office/departmental operations,
 - c) Maintains departmental/office files,
 - d) Enters data into invoices, requisitions and other office/departmental forms and data bases,
 - e) Prepares reports, schedules and filings for departmental operations and programs,
 - f) Maintain work order program.

Description of Primary Attributes

General Development:

- 1) Possesses basic organizational skills, typically to organize own work.
- 2) Has the ability to work independently and as part of a team.
- 3) Is able to effectively select from alternatives to situations encountered on the job.

Professional & Technical Knowledge:

- 1) Possesses a basic level of written and verbal communication skills, computational and computer skills and mathematical knowledge typically acquired through completion of a high school program.
- 2) Possesses familiarity with the processes and operations performed by the office/department, sufficient to understand the importance of various forms, schedules, documents and administrative processes.

Technical Skills:

- 1) Has the ability to prepare basic correspondence and simple reports in Microsoft Word.

- 2) Has the ability to use Microsoft Excel to create tables and simple displays of information.
- 3) Proficient in the use of any software or database programs used in the office/department.

Licenses & Certifications:

- 1) Successfully completes Ken Kerri Wastewater Treatment Course Book 1.

Communications Skills:

- 1) Effectively communicates basic information to co-workers and others.
- 2) Effectively communicates information in written (including electronic) correspondence.
- 3) Exercises tact and diplomacy in the resolution of mild conflicts or disagreements.

Physical Demands – Job duties are performed under typical office conditions.

Evaluation Guidelines

The following guidelines are used to determine the appropriate contribution assessment and associated pay range position:

Pay Level 1 (Entry-Level) – Demonstrates the ability to perform the following responsibilities and demonstrates the following attributes:

- Primary Responsibilities – 1a-e, 2a, 3a-b,
- Primary Attributes – GD 1-2, PTK 1, TS 1-2, CS 1-2, PD 1.

Pay Level 2 (Developing) – Possesses all of the Pay Level 1 qualifications plus:

- Primary Responsibilities - 3c-d,
- Primary Attributes – GD 3, CS 3.

Pay Level 3 (Fully Functioning) – Possess all of the Pay Level 2 qualifications plus:

- Primary Responsibilities – 3e-f,
- Primary Attributes – PTK 2, TS 3, LC 1.

Pay Level 4 (Added Value) – Possess all of the Pay Level 3 qualifications plus:

- TBD

Pay Level 5 (Unique) – Possess all of the Pay Level 4 qualifications plus:

- TBD

Comments