



# City of Seat Pleasant

## Position Description

### POSITION DETAILS

|                    |                               |                      |                           |
|--------------------|-------------------------------|----------------------|---------------------------|
| Position Title:    | Administrative Assistant I-II | Annual Salary Range: | \$51,750.20 – \$59,055.60 |
| Department:        | Police Department             |                      |                           |
| Reports to:        | Captain                       |                      |                           |
| Classification:    | Non-Exempt                    |                      |                           |
| Employment Status: | Full-Time                     |                      |                           |

### GENERAL STATEMENT OF DUTIES

Performs routine receptionist, clerical, and administrative work requiring a qualified word processor in support of an assigned division or department; does related work as required.

### ESSENTIAL FUNCTIONS, RESPONSIBILITIES, AND TASKS

Serving as a receptionist and providing clerical/administrative support to an assigned division or department; typing correspondence; answering telephones; greeting the public; preparing and maintaining records and files.

- Serves as receptionist for the department; receives calls and callers; checks after-hour voicemails; ascertains nature of business, directs to the appropriate authority for disposition.
- Answers questions and responds to inquiries or complaints on departmental services.
- Maintains department records, reviews records for accuracy, and maintains files.
- Assists with permit processes, receives, and processes fees.
- Maintains calendar and schedules appointments.
- Processes service requests and prepares work orders.
- Follows up on work orders to ensure proper and timely action.
- Prepares meeting agendas and information packets.
- Prepares notification letters and schedules inspections.
- Copies data for reports and prepares activity reports.
- Assists with the ordering and purchasing of goods and materials.
- Transcribes correspondence, composes routine correspondence and types a variety of reports and materials.
- Operates standard office, word, and data entry equipment.
- Processes incoming and outgoing mail.
- Other duties as assigned

### REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

#### ABILITY TO:

General knowledge of standard office practices, procedures, equipment, and secretarial techniques; general knowledge of business, English, spelling, and arithmetic; some knowledge of the organization and functions of the office or department; ability to maintain office records and to prepare accurate reports; ability to operate a computer and word processor and to type at a reasonable rate of speed (40 wpm or more); ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.



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### REQUIRED PHYSICAL ABILITIES/ WORKING CONDITIONS

- Exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force to constantly move objects.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, twisting, fingering, grasping, handling, smelling, seizing, holding, controlling, feeling, and assuming cramped or unusual positions.
- Vocal communication for expressing or exchanging ideas by means of spoken word and conveying detailed or important instructions to others accurately, loudly, and quickly.
- Color vision to identify and distinguish colors.
- Visual acuity for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Hearing to perceive information at normal volumes of spoken word, to receive information through oral communications, and/or to make fine distinctions in sound.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate police equipment.

### WORKING CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires climbing, stooping, reaching, fingering, grasping, and repetitive motions.
- Vocal communication is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operating machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

### SELECTION CRITERIA

**Minimum Criteria:** High School graduation; High School Equivalency Diploma, or G.E.D. Certificate; supplemented by one (1) year of progressively knowledgeable and skilled experience in the operation of a personal computer with standard software applications and in-office assistance and administrative support work; or any equivalent combination of education, training, and experience.

**Desired Skills, Experience, and Education:** High School Diploma, or G.E.D Certificate, (1) year of administrative experience

**Licenses / Certifications:** Must possess a valid driver's license.