



Administrative Assistant – Administrative Services

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| Department: | Administrative Services | Pay Grade: | NE-29 |
| Bargaining Unit: | AFSCME Council 2 | FLSA Status: | Non-Exempt |
| Revised Date: | March 2021 | Reports To: | Deputy Director Administrative Services |

POSITION PURPOSE: Under administrative direction, performs a variety of office and accounting assistant support; processes and issues various business licenses; processes special event application; enters payroll data for Administrative Services staff and all personnel related data into system for City departments; maintains key inventory for all City Hall staff assists with public records requests as needed; and processes department invoices for payment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- In conjunction with the State Business License Service, processes business license applications; works with all reviewing departments to obtain approvals and follows up with applicant when required and issues the license upon approval.
- Maintains the database of the licenses and provides reports as scheduled/requested.
- Processes renewals and follows up on delinquent licenses and specialty licenses with reminder letters, processes special event applications; routes the applications to appropriate departments for approval and sends follow up letters to the applicant with the department's requirements, comments or approval.
- Enters payroll data and prints associated reports, processes personnel related data and enters into system for all City staff including new employees, seasonal and full-time staff.
- Processes the department invoices for payment.
- Maintains key log/inventory to track keys issued to City Hall employees; coordinates with employees who are resigning or retiring from the City, as well as new employees, to obtain/distribute keys as well as obtain appropriate signatures.
- Provides relief and coverage at the front counter for lunch, breaks, scheduled vacation, and other support as needed.
- Processes purchase orders for business cards ordered by City Departments; prepares and provides various required reports according to established timelines.
- Maintains Administrative Services Department records retention schedule, tracks, document creation and storage, including boxing of materials, archival storage according to appropriate retention schedule, retrieval and destruction of records that have exceeded their retention requirements.
- Assists with receipt and processing of public records requests as needed.

JOB DESCRIPTION

Administrative Assistant – Administrative Services

- Assists supervisor and Accounting Specialists as needed.

Knowledge, Skills, and Abilities:

- Functions, activities, and responsibilities of the Administrative Services department.
- City departments and their functions and services.
- Methods, procedures and terminology used in clerical and accounting assistant work.
- Basic accounting practices, procedures and terminology and record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.
- Record-keeping techniques and knowledge of Washington State Records Retention Schedules and requirements.
- Effective oral and written communication principles and practices, including customer service.
- Basic report preparation.
- Modern office procedures, methods, and equipment including; computers, computer applications and assigned software.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Performing various accounting assistant and office/clerical support activities as assigned.
- Operating a computer to enter various data and generating reports.
- Maintaining records and preparing basic reports.
- Meeting schedules and time lines.
- Making arithmetic computations with speed and accuracy.
- Maintaining basic accounting and other logs, records and reports.
- Meeting schedules and legal time lines.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with others.
- Communicating effectively verbally and in writing, including providing excellent customer service.
- Ability to safely work in office or from home as-needed, and remain flexible to working in office or home due to public health-related situations.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate and two years of experience in bookkeeping or accounting support or responsible administrative office or clerical support experience that includes heavy customer service experience; OR an equivalent combination of education, training and experience that allows the incumbent to successfully perform the essential functions of the position.

Required Licenses or Certifications:

Public records experience and/or certification preferred.

JOB DESCRIPTION

Administrative Assistant – Administrative Services

Driver’s License required if driving a City vehicle.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment
- Constant interruptions

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

Hazards:

- Contact with angry or dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____