**Signed form must be returned with completed City of West Linn application**

### ADMINISTRATIVE ASSISTANT

ESSENTIAL FUNCTIONS

Ability to type 60 wpm.

Must have ability to work a regular schedule established for the position.

Ability to communicate clearly and concisely both orally and in writing.

Must have ability to sustain work pattern in two (2) hour increments.

Ability to hear normal audio sound for the purpose of using transcribing equipment.

Ability to move about, remain in a stationary position and hear.

Ability to position self as needed for the purpose of filing.

Ability to operate and maintain office equipment such as personal computer, copier, calculator, telephone, etc.

The employee is required to sustain an effective, working relationship with a variety of people (i.e. co-workers, peers and supervisors).

The work environment characteristics described above is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**I have read and understand the essential functions of this position and I am able to perform the essential functions of the Administrative Assistant position as outlined above.**

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Signature Date