

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** ADMINISTRATIVE STAFF ASSISTANT – Part Time Less than 20 hours

Department: Public Works	FLSA Status: Non-Ex
Employee Group: Non- Represented	Salary Grade:
FTE Status: Part Time – Less than 20	Date: January 2019

### General Function:

Performs a variety of complex and advanced secretarial and clerical work in direct support of the assigned department as needed. Performs varied duties and functions with discretion and independent judgment. Requires considerable knowledge of City department's and divisional policies and procedures ensuring that they are complied with and that legal deadlines are met. May train or assign duties to other secretarial and clerical staff.

*(Tasks are intended to be descriptive and not restrictive. An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks, which an employee may be expected to perform)*

### Duties and Responsibilities:

1. Contributes to a positive work environment.
2. Formats and types, using personal computer, correspondence, small and major reports, plans and other material on general and technical subjects from handwritten copy or rough draft. Transcribes dictation through the use of transcription equipment. May compose routine letters, memos and notices. Photocopies and distributes materials to persons or locations.
3. Provides information to the public and City departments by telephone, in person, and in writing explaining City policies, procedures, and timeliness to ensure compliance and an understanding of City rules, regulations, or functions. Listens to questions and either explains policy or procedure according to departmental guidelines or refers to another appropriate source. Receives payments when applicable.
4. Files letters, forms, memos and other information in manner which facilitates easy access to such information using prescribed filing system or establishing a new filing system. Retrieves information as necessary. Logs in information on computer terminal to maintain records and provide quick retrieval of information and production of reports.

5. Prepares invoices for Accounts Payable.
6. Prepares daily activity records for department tracking.
7. Compares or compiles data to produce assigned reports; checks data, making necessary contacts and producing data in final form.
8. May train clerical and other support staff as assigned.
9. May be required to attend public meetings both day and/or night for the purpose of taking minutes.

**SPECIFICATIONS:**

1) Job Preparation:

a) Education:

- i) Requires graduation from high school or equivalent GED Certificate, supplemented by courses in office and secretarial practices. Three years of office assistance, record keeping and clerical work required. Must have experience meeting and dealing with the public while maintaining a pleasant and courteous manner. Experience with or training in Microsoft Word and Excel required. Any combination of education and work experience as determined by the hiring authority may be considered.

b) Training:

- i) Specialized skills required include operation of office equipment such as calculator, copy machine, and personal computer for word processing, data entry and data retrieval. Knowledge of English grammar. Requires ability to accurately compile and transfer data to forms and reports, and to maintain accurate records. Must have ability to work independently and in accordance with departmental policies.
- ii) Must have ability to establish and maintain effective relationship with the public and with co-workers to communicate effectively and to explain policies and procedures. Must have ability to maintain confidentiality of private and sensitive information and documents.

2) Supervision:

Received: Receives limited supervision from supervisor who reviews work for accuracy, results obtained and conformance with standard practices and legal deadlines.

Exercised: Supervision is not a normal responsibility of positions in this classification, but may direct work of part-time employees as needed. May be assigned responsibility to train clerical or other support staff.

3) Communications:

Will be required to communicate with other jurisdictions regarding requests for information, notices of meetings, etc.

Contacts made with other City departments include those associated with setting up meetings, and coordinating receipt of reports and other materials requested or required by assigned department. Provides back up assistance for other departments upon request.

Contacts may be made with the City's residents upon request. Questions are answered or referred to appropriate source. Contacts with general public are made as part of telephone and counter receptionist duties for assigned department.

Is entrusted with sensitive information when typing, copying, and distributing items, gathering, and compiling requested information and attending administrative meetings.

4) Cognitive Functions:

Most work is governed by written procedures and guidelines.

May recommend improvements in procedures, systems, methodologies, etc., to supervisor who determines if changes will be made.

Precedent is available for resolving most problems encountered.

Most tasks are well defined. Some tasks are assigned without strict guidelines relying on the individual's clerical expertise to complete assignment.

Decisions made in the course of work are related to determining whether a request for information should be referred to a higher classified employee.

5) Working Conditions:

Has normal business hours. Position is part time, less than 20 hours per week. The schedule is not regular and will fluctuate depending on the department's needs.

6) Resource Accountability:

Under the direction of supervisor, maintains official City records and other assigned departmental files, records and documents. Responsible for the safe operation and maintenance of office equipment such as personal computers, copiers, etc.

May not commit City resources without higher approval. May be requested to purchase supplies and/or food for various meetings or special events and to make travel arrangements.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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Employee Signature

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Date