

Job Title: **Administrative Assistant**



Classification: **Non-Exempt**

Department: Planning

Division: Engineering

Supervisor: City Engineer

Effective: 03/02/2010

I. JOB SUMMARY

This position requires a thorough working knowledge of clerical and secretarial practices, and parliamentary procedures including, but not limited to, keeping accurate records, taking care of correspondence, typing, data entry, and other writing tasks. The incumbent must be able to work well under stress and be able to handle various tasks despite of numerous interruptions. Courtesy, tact and diplomacy are required in daily contact with the public and staff. The individual has no supervisory responsibilities.

II. EDUCATION REQUIREMENTS

- Requires high school diploma or General Education Development (GED).
- Requires a minimal of three (3) years secretarial experience.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug, physical and pre-placement screening administered by the City of Mission appointed physician at the City's expense.
- Must have a current valid class "C" driver's license from the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL ABILITY REQUIREMENTS

- Must have the ability to accurately type a minimum of 50 wpm.
- Ability to use the Internet.
- Must have extensive knowledge of grammar and its usage and follow complex oral and written instructions.
- Ability to communicate clearly and effectively with citizens, applicants, employees thru internal and external communication;
- Must be able to use reasonable tact, discretion, self-expression and working knowledge of the employee benefits, policies and procedures.
- Above average oral and written communication skills. Must be able to communicate orally in English and Spanish.
- Excellent interpersonal skills.
- Excellent computer skills in a Microsoft Windows environment; includes Excel, Word, Publisher, database management, Outlook, and record keeping.
- Evidence of the practice of a high level of confidentiality.
- Excellent organizational skills.
- Ability to complete tasks within specified deadlines.



V. ESSENTIAL JOB FUNCTIONS

- Answers telephone, screens calls and answers routine questions or transfer inquiry to the proper authority. Screens and refers callers; provides information to callers and processes complaint forms.
- Acts as receptionist for people that come to the office, makes appointments and maintains calendar of departmental activities.
- Receives and logs-in mail, faxes and other correspondence received with date received in the computer before routing it to it's appropriate destination.
- Handle complex and/or technical reports, checking for accuracy and completeness.
- Coordinates research on projects as needed and prepares correspondence and reports as needed.
- Coordinates and attends meetings and transcribes minutes.
- Composes and signs correspondence on matters not requiring personal attention of supervisor.
- Prepares request for proposals, request for bids, and other procurement forms as needed.
- Prepares agenda items for City Council meetings.
- Maintains files and records of correspondence, reports, and other matters.
- Supervises the purchase and delivery of office supplies as well as office equipment.
- Processes requisitions and purchase orders for invoice payments.
- Attend a variety of workshops and seminars related to city operations.
- Prepares travel arrangements as directed and maintains records; secures transportation, hotel reservations/accommodations.
- Assist the Public Works and Planning department secretaries on a needed basis.
- Perform other related duties as assigned by the City Engineer.

VI. NON-ESSENTIAL JOB FUNCTIONS

- Attend special events when needed.

VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- Personal computer
- 10 key calculator
- Typewriter
- Printer
- CD's
- Binding Machine
- Manual Hole Puncher
- Scanner
- Copier



- Facsimile
- Two-way radio
- Stapler and stapler remover
- Postage machine
- Telephone
- Cell phone
- Pens, pencils, highlighters, markers

VIII. WORK ENVIRONMENT

Exposures to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)	X			
Working near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or caustic chemicals	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (none-weather)	X			
Extreme heat (none-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Noise	X			

IX. MANUAL DEXTERITY

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters and memos, input data in computer and document information needed for day to day tasks.



X. PHYSICAL DEMANDS ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6 - 10 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26 - 50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	

N - Never O - Occasional 1-33% F - Frequently 34-66% C - Constant 67 - 100%



NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down to floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputing data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
GRASPING (w hole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,
N - Never O - Occasional 1-33% F-Frequently 34-66% C - Constant 67 - 100%		