

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT

**ADMINISTRATIVE ASSISTANT**

**DEFINITION**

Under general direction of a Department Head, an Administrative Assistant performs a variety of responsible, confidential, and complex clerical, administrative, and office management duties; supervises, coordinates, and evaluates clerical functions in the department; and performs other related duties as required.

**EXAMPLES OF DUTIES**

Assist the Department Head by carrying out administrative assignments as directed; use independent judgment in decision making; interpret and enforce departmental rules, regulations, policies, procedures, and operations and understand the department's organizational structure; compose, prepare, edit, and type items such as letters, staff and statistical reports, contracts, specifications, bulletins, memoranda, and minutes of meetings; take dictation and transcribe accurately from written notes, dictating machines, or tape recorders; take "action" minutes at board or commission meetings; operate a variety of office equipment; supervise, train, and evaluate other departmental clerical employees; organize and assign departmental clerical work; ensure the accuracy, proper format, neatness, completeness, and compliance with established standards of reports, letters, records and other written material; maintain and/or coordinate departmental budget expenses and reconcile them with computer reports; assist in the preparation of the departmental budget; maintain departmental personnel files, time sheets, and payroll, vacation, and sick leave records; submit accurate time reports for department personnel; maintain "reminder" and departmental files for correspondence, reports, and specialized information; may receive and transmit radio messages from and to personnel working in the field; screen and route telephone calls, correspondence, and visitors for the Department Head; answer routine inquiries for general information in person and over the telephone.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Correct grammatical usage, accurate spelling and proper punctuation; basic vocabulary; modern office methods, practices and procedures; alternative types of filing systems; proper business letter and report writing format; office machines and equipment including computers; computer software including word processing and spreadsheets; and general bookkeeping methods.

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**Ability to:** Learn and follow City and departmental rules, regulations, policies, procedures, operations, organizational structure, manuals, and other written directives; exercise good judgment and make sound decisions; learn the basic functions and responsibilities of all City departments; carry out administrative details and compose correspondence without direct supervision; make quick and accurate arithmetical calculations; prepare and maintain departmental files; supervise clerical workers; organize, coordinate and complete a large variety and quantity of secretarial work in a department; work long hours as required to complete high priority assignments within established deadlines; keyboard from clear legible copy at a speed of 60 words per minute; and take dictation and transcribe it accurately; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Four years of increasingly responsible clerical and public contact experience, which includes at least 2 years in a position supervising full-time clerical employees.

**Education:** Graduation from high school or equivalent.

**Substitution:** Completion of 60 college or university semester units in a business or related curriculum or 2 years of full-time business or secretarial college credits can be substituted for non-supervisory required experience on a year-for-year basis up to a maximum of 2 years.

R: 04/2010