

**CITY OF LATHROP  
ADMINISTRATIVE ASSISTANT I/II**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, learns to perform and performs routine and complex tasks and duties assigned to classes within the Administrative Assistant series by providing office, clerical and administrative support to management staff, and other staff, in one or more departments as needed; interprets and applies policies, procedures and work methods associated with assigned duties; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

**Administrative Assistant I**

The **Administrative Assistant I** is the entry level class in the Administrative Assistant series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine clerical support and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines and incumbents are assigned the more complex tasks. This classification is alternatively staffed with Administrative Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

**Administrative Assistant II**

The **Administrative Assistant II** is the full working level class in the Administrative Assistant series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of office and administrative support duties, including maintenance of a calendar and scheduling appointments, preparation of reports, and assisting in the issuance and collection of permits and fees. This classification is distinguished from the next higher classification of Legal Assistant in that the latter performs a variety of clerical and office support duties involving sensitive legal and confidential documents and reports.

**SUPERVISION RECEIVED/EXERCISED:**

**Administrative Assistant I**

Receives immediate supervision from a department head and/or management staff. May provide technical and functional supervision to seasonal and temporary employees.

**Administrative Assistant II**

Receives general supervision from a department head and/or management staff. May provide technical and functional supervision to seasonal and temporary employees.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Learns to perform and performs routine and complex tasks and duties assigned to classes within the Administrative Assistant series by providing office, clerical and administrative support to management staff and other staff in one or more departments as needed.

## ADMINISTRATIVE ASSISTANT I/II

Page 2

- Plans, organizes and carries out administrative assignments; researches, compiles and organizes a variety of information from various sources on specialized topics related to programs in assigned areas; assists in a variety of department operations; applies special knowledge in reviewing and determining completeness of applications, permits, records and files.
- Types drafts and a wide variety of finished documents from verbal and brief written instructions, and transcribing machine recordings; compiles and maintains records and prepares reports; assists in the preparation of agenda materials, draft reports, resolutions and ordinances; inputs and retrieves information from various computer data management systems such as financial and/or budget systems; maintains a variety of files and records.
- Answers phone and greets customers at the front counter; responds to questions and concerns from the general public; provides information as is appropriate and responds to complaints.
- Receives and processes fees, enrollment charges, fines or other money; prepares receipts and balances money received; performs accounts payable and receivable for assigned department; initiates, tracks and closes out work orders; orders office supplies; inventories supplies when they arrive; assists with the development, administration and monitoring of a department's budget.
- Maintains calendars of department activities, meetings and various events; schedules meetings; coordinates travel arrangements for department staff as necessary; serves as an assistant to various committees, commission, and task forces; attends meetings as required.
- Processes and tracks a variety of permits and applications such as building and transportation permits; initiates and maintains a variety of files and records; ensures proper filing of documents in departmental or central files.
- Collects employees timesheets and requests for leave; checks for accuracy; turns timesheets into department management and distributes new timesheets; collects and distributes mail.
- Tracks and monitors outside contracts; applies and monitors compliance for various grants for assigned programs.
- Assists with special events; creates and maintains information packets, flyers and guides for the public, such as the quarterly Activity Guide, recycling activities or other special publications, memos, letters, etc.
- Acts as a liaison with City employees and management on a variety of issues.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Administrative Assistant I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Administrative Assistant I**

Two years of significant directly related and progressive clerical experience related to municipal government or a related field, and a high school diploma or equivalent.

**Administrative Assistant II**

In addition to the above, two years of experience equivalent to that of an Administrative Assistant I with the City of Lathrop, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license may be required for some positions.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

**Knowledge of:**

Standard office and administrative policies and procedures; City codes and ordinances; depending on assignment, knowledge of accounting, clerical, construction and computer terminology may be required; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Provide general clerical support to one or more departments; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; read, understand and explain plans, maps, aerial photos, drawings, reports, applications, construction documents, and specifications; learn the policies, procedures, and guidelines of the Department to which assigned in a timely manner; maintain a high level of confidentiality; maintain accurate office files; compose correspondence or documents; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and

regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard office equipment, including a computer and variety of word processing and software applications.