



## CITY OF INGLESIDE JOB DESCRIPTION

### Administrative Assistant

**Department:** Multiple  
**FLSA Status:** Non-Exempt  
**Effective Date:** 05/13/2020  
**Pay Grade:** 4

#### POSITION SUMMARY

Performs administrative support work to department staff, receiving and processing incoming calls and visitors, preparing, and maintaining records and files, and related work as apparent or assigned. Work is performed under the moderate supervision of the assigned supervisor.

#### QUALIFICATION REQUIREMENTS

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as receptionist; greets visitors; directs visitors to appropriate party.
- Handles inquiries or complaints from the public in person or by telephone; forwards call to appropriate party.
- Assists the public with the completion of standardized records or documents.
- Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information into computer system.
- Processes accounts receivable, accounts payable, payroll, budgetary and other financial data; prepares requisitions and purchase orders; assigns appropriate cost codes to invoices; performs calculations and posts to statistical and other records.
- Types a variety of documents including correspondence, forms, reports, purchase orders, requisitions, meeting minutes, agendas, and related documents, etc. where a knowledge of format and presentation is necessary, answers routine correspondence independently.
- Prepares and maintains a variety of office files, accounts, and other records; prepares statistical and financial reports; assists with processing budget information.
- Enters work orders and logs information into a variety of spreadsheets.
- Receives, sorts, processes, and distributes incoming and outgoing mail.
- Operates a variety of standard office and computer equipment.
- Complete assigned health and safety courses to create a safe work environment

#### SUPERVISION RECEIVED AND EXERCISED

- Works under the direction of the department director
- Moderate Supervision

## EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education** – High school Diploma / GED

**Experience** – experience in technology, public, basic mathematical principals, spelling, and grammar.

**License or Certificate** – Valid driver's license in the State of Texas.

<b>Required Education</b>	High School Diploma or GED
<b>Required Experience</b>	2 Years
<b>Combination OK?</b>	Yes

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Thorough knowledge of standard office practices, procedures, equipment, and administrative support techniques; thorough knowledge of business English, spelling, and arithmetic; thorough knowledge of departmental programs and policies
- Ability to type accurately at a reasonable rate of speed, some knowledge of basic record retention and storage processes.
- Ability to make arithmetical calculations.
- Ability to follow oral and written instructions; ability to read and understand detailed and complicated policies, procedures and materials that contain specialized words and phrases.
- Ability to operate a variety of office equipment to produce complex/technical documents
- Ability to establish and maintain effective working relationships with associates, vendors, and the public of standard office procedures, practices, and equipment.
- Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; ability to understand and follow oral and written directions.

<b>Admin.</b>	<b>Memos, Letters</b>
<b>Accounting:</b>	<b>A/P</b>

## PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force;
- Work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, Reaching with hands and arms, pushing or pulling and lifting;
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels;
- Work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

<b>Weight</b>	10 – 50 lbs.
<b>Environment</b>	Mod. Quiet
<b>Physical Activity</b>	Moderate

**Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

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Date