

**CITY OF BELLE GLADE
CLASS DESCRIPTION**

**CLASS TITLE: ADMINISTRATIVE ASSISTANT, Recreation Dept.
Monday – Friday 8am to 5pm**

**Grade 14 - \$16.09 HOURLY
FULL TIME REGULAR WITH BENEFITS
CLOSING: OPEN UNTIL FILLED**

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide highly responsible, diversified office administration for the assigned department. The class is responsible for serving customers, answering phones, maintaining files, preparing correspondence, data entry, overseeing/performing special office functions or projects and other tasks as directed. The class works within a general outline of work to be performed, develops work methods and sequences under general supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Performs routine office tasks such as typing, filing, faxing, and copying.

Greets customers or general public; provides or gathers information; provides services or refers to appropriate person or activity; processes in accordance with procedures.

Answers phones and routes calls (emergency response and dispatch task applicable to Fire Administrative Assistant), answers questions, and takes messages.

Prepares forms, letters, booklets, brochures, reports, purchase orders, and other forms or records and correspondence as required.

Proofreads and edits documents.

Gathers information for entry into computer system; extracts information or reports as necessary.

Oversees office functions such as payroll, personnel records, training, contracts, and others.

Maintains files; extracts and summarizes information; provides information to internal or external agencies as required; coordinates with other staff, departments, or outside agencies.

Maintains schedules and calendars for staff; makes travel arrangements; schedules and/or attends training seminars or classes.

Attends meetings and prepares minutes as needed.

Performs research and conducts special projects as directed.

Processes incoming and outgoing mail; routes to appropriate person or office.

Maintains supply inventories; orders supplies as needed; prepares requisitions; operates and performs minor maintenance on office equipment.

ADMINISTRATIVE ASSISTANT

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Data are information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT: People include coworkers, workers in other areas or agencies and the general public.

Requires giving information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to subordinate clerical staff or assistants.

INVOLVEMENT WITH THINGS: Things are inanimate objects such as substances, materials, machines, tools, equipment, work aids, and products. A thing is tangible and has shape, form, and other physical characteristics.

Requires handling or using machines, tools, or equipment requiring moderate instruction and experience such as computers, peripherals, software programs such as word processing, spreadsheets or custom applications, and may service office machines.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS: Reasoning requires consideration of factors and variables to derive solutions to problems.

Requires performing skilled work involving rules/systems with almost constant problem solving.

MATHEMATICAL REQUIREMENTS: Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percents.

LANGUAGE REQUIREMENTS: Language involves the ability to read, write, and speak.

Requires reading technical instructions, procedures manuals, and charts to solve practical problems; composing routine and specialized reports, forms, and business letters, with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS: Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.

Requires performing specialized clerical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

ADMINISTRATIVE ASSISTANT

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Vocational/Educational preparation includes job specific training and education that may be acquired in a school, work, military, institutional or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job. Nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school.

Requires High School Diploma or GED and formal training, special courses, or self-education equivalent to satisfactory completion of one year of college education or specialized advanced training in business, or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES: Special Certifications and Licenses refer to state, federal, or professional certifications or licenses required to enter or maintain the job.

Notary Public, Florida Driver's License and other certifications may be required by assigned department.

EXPERIENCE REQUIREMENTS: Experience refers to the amount of work experience that is required for entry level into the position that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.

Requires over one year and up to and including two years.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS: Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a regular and recurring basis, and sustained keyboard operations.

ENVIRONMENTAL HAZARDS: Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job may risk exposure to dusts and pollen, fumes and/or noxious odors, traffic, disease/pathogens, and toxic/caustic chemicals.

SENSORY REQUIREMENTS: Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity, field of vision, hearing, and speaking.

ADMINISTRATIVE ASSISTANT

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS: Judgments and decisions refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Requires being responsible to guide others, requiring frequent decisions, affecting the individual, coworkers, and others who depend on the service or product; work in a somewhat fluid environment with rules and procedures but many variations from the routine.

ADA COMPLIANCE

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.