

Administrative Aide

Class Definition:

An Administrative Aide performs a variety of administrative and routine to moderately complex analytical duties in support of various administrative and programmatic operations and activities within an assigned department. Work of this class involves no supervisory duties or responsibilities.

Incumbents receive moderate supervision from an administrative superior. Employees in this class work a conventional workweek. Work is performed in an office where working conditions are normal. Work requires minimal physical exertion.

Typical Examples of Work:

(The following examples illustrate the work performed in the positions in the class. Positions may require some or all of these examples depending on the organization of work within the agency. This list is not inclusive. A position may require related duties not listed, if necessary, to accomplish the work of the agency.)

- Perform various administrative and routine analytical duties in support of assigned City department.
- Prepare reports, documents and summaries in a clear and concise manner.
- Participate in the preparation of reports that present and interpret data.
- Collect, compile, and analyze information from various sources on a variety of topics.
- Perform research and basic statistical analysis on administrative, fiscal, personnel, and operational issues.
- Serve as liaison between assigned program/functions and other City staff, the general public, and outside agencies.
- Provides information and assistance as appropriate.
- Prepares invoices for accounts payable and receivable.
- Audit invoices for accuracy, authorize payments in accordance with approved purchase orders.
- Maintain record of payments received.
- Attend and participate in staff meetings.
- Respond to public inquires, complaints, and requests for information in a timely and courteous manner.

- Provide information within assigned area of responsibility, distribute appropriate forms, documents and manuals as appropriate.
- Develop and maintain internal systems for data collection and entry, financial analysis and report generation.
- Organize and maintain accurate and current filing system.
- Utilize various computer applications and software packages, enter data and maintain and generate reports from a database or network system.
- Performs related work as required.

Required Knowledges, Skills and Abilities

- Ability to perform a variety of administrative and routine analytical duties in support of assigned department and functions.
- Ability to coordinate and administer assigned functions.
- Ability to gather, organize, compile and summarize data.
- Ability to prepare a variety of clear and concise reports, document, and memoranda.
- Ability to respond to request and inquires from the general public.
- Ability to prepare and maintain accurate financial records and documents.
- Ability to operate office equipment including computers and supporting word processing and spreadsheet applications.
- Ability to adapt to changing technologies and learn functionality of new equipment and systems.
- Ability to understand and carry out oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education and Experience Requirements

Requirements - Graduation from an accredited high school or possession of a GED certificate and three years of office or administrative support experience including two years in scheduling appointments, writing correspondence and setting up meetings and agendas.

Equivalencies - Equivalent combination of education and experience.

Licenses, Registrations and Certificates

Not Applicable.