

City of St. Charles Position Description  ST. CHARLES SINCE 1834	Position Title	Administrative Assistant		
	Department	City Administration	Division	
			Section	
	Full/Part Time	Part Time	Union	Non-Union
	Reports to	Sr. Administrative Assistant	Positions Supervised	None
FSLA Status	Non-Exempt	Salary Grade	Q	

Position Description Overview

This position, under the general supervision of the Senior Administrative Assistant, applies advanced clerical and customer service skills to provide assistance to the department, by providing coverage and assistance with projects.

Essential Job Functions

Standard

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

Position-Specific

1. Provides general clerical support duties as requested and directed by supervisor by answering telephone calls, scheduling meetings, proofreading, typing, copying, collating, assembling, filing, distributing office documents, processing mail, word processing, and various other miscellaneous duties.
2. Fill in for receptionist as needed.
3. Provide support and assistance to City Administrator's Office.
4. Provide backup support for Sr. Administrative Assistant to the City Administrator and Mayor's Offices.
5. Assist in processing City Council materials bi-weekly.
6. Interact with all City departments, employees, residents, and visitors.
7. Responsible for preparing the Council Chambers for meetings.
8. Process updates to Municipal Code and distribute hard copies internally and externally to Code Book holders.

9. Update and maintain records and files of City of St. Charles tax exempt properties.

Additional Job Functions
<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Contribute to a positive group environment by: <ul style="list-style-type: none"> • Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources. • Participating in proactive team efforts to achieve departmental and City-wide goals; • Assisting other co-workers on special projects as required; and • Providing leadership to others through example and by sharing knowledge and skills. 2. Perform other duties as required or assigned.
<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Archive documents bi-annually. 2. Copy and distribute new ordinances, resolutions and City codes. 3. Occasional backup for City Council Meetings. 4. Assist in licensing process. 5. Reconcile petty cash monthly. 6. Perform errands as needed.

Basic Requirements	
For successful performance in this position, the incumbent will need to demonstrate the following:	
Knowledge	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Proficient knowledge in personal computer skills, electronic mail, record keeping, data base activity, and word processing. <hr/> <p><i>Position-Specific</i></p> <p style="text-align: center;">N/A</p>
Skills	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public. 2. Excellent file maintenance and organizational skills. <hr/> <p><i>Position-Specific</i></p> <p style="text-align: center;">N/A</p>

<p>Abilities</p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Demonstrated ability to handle confidential material and information in an ethical, professional manner. 2. Demonstrated ability to handle multiple tasks simultaneously, in a timely manner, and with minimal supervision. 3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages. 4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives. 5. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality. 6. Ability to collect, logically organize, and interpret information provided in verbal, written, and diagram form, and to make appropriate decisions or recommendations within the scope of position responsibilities. 7. Ability to speak and communicate clearly in an office environment. 8. Ability to speak effectively before groups of customers or employees. 9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. 10. Ability to compose routine correspondence and reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone. 11. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content. 12. Ability to type 40 words per minute. 13. Possession of a valid driver's license.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Ability to use binding machine and postage machine.
<p>Education & Experience</p>	<ol style="list-style-type: none"> 1. High school diploma or equivalent required. 2. Minimum of two (2) years of experience. 3. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.
<p>Physical/ Environmental Demands</p>	<p><i>Standard</i></p> <p>Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including:</p> <ol style="list-style-type: none"> 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.

	<ol style="list-style-type: none">2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.
	<p><i>Position-Specific</i></p> <p>N/A</p>

Revised 3/12/2014

Position Description Acknowledgement

Position Title

Administrative Assistant-CA

Revised/Updated

3/12/14

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date