City of Inglewood Job Description
Class Code: 602

ADMINISTRATIVE ASSISTANT

DEFINITION

Under direction performs support work of an administrative nature which includes responsibility for gathering and evaluating data; and preparing and generating a variety of departmental reports and documents. Duties may vary depending on assignment.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Researches complex administrative problems; collects, organizes and enters data to be presented in studies, surveys, and specialized reports; Compiles information for various narrative and statistical agreements, statements and analyses, locates sources of information, creates forms to secure data and determines proper format of finished product; may assist managers in carrying out an administrative function.

Acts as a resource to the public, City departments and other agencies on departmental programs and policies; assists in preparing and disseminating information; prepares less complex reports, press releases, documents, business correspondence and may make public presentation

May maintain and monitor division/department budgets; compiles budget requests and recommends expenditure requests for designated accounts. Performs difficult and complex clerical tasks including typing correspondence and reports; files and maintains materials; operates office equipment; processes forms, records and reports; responds to inquiries, requests and complaints and provides information, and/or makes referrals; arranges meetings and registers staff for conferences and prepares technical materials, as appropriate. Performs other related duties, as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of City and Department policies and procedures

Knowledgeable of quality customer service techniques and concepts

Knowledgeable of and ability to operate a personal computer hardware and software

Knowledgeable of file and record management and report writing and generation

Skilled in typing, reviewing and proofreading documents and reports

Skilled in working with multiple/conflicting deadlines to complete projects

Skilled in providing and following oral and written instructions in English

Skilled in establishing and maintaining productive working relationships

Ability to communicate verbally and in writing with all levels of staff

Ability to perform essential duties with minimum supervision

Ability to type 45 net words per minute

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 25 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Associates Degree in English, Business, Public Administration, Computer Science **AND** four years experience providing increasingly responsible administrative and professional support for a division or department.

2005 1 of 1