

Middletown, CT Job Description

Classification Title	Administrative Assistant
Job Code	
Department	Multi-Department
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to perform administrative and secretarial functions in support of department operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Greets, screens, assists and directs callers and visitors; ~~;~~ ~~+~~ ~~R~~esponds to inquiries and provides information; ~~;~~ ~~-~~ ~~T~~akes and relays messages; ~~;~~ ~~-~~ ~~e~~tc.
- Performs data entry functions.
- Prepares and types a variety of reports, forms, records and correspondence; ~~;~~ ~~;~~ ~~T~~ranscribes from dictation.
- Maintains files, records, lists, spreadsheets and databases; ~~;~~ ~~-~~ ~~C~~reates new and purges old files.
- Opens, date stamps and distributes mail; ~~;~~ ~~-~~ ~~P~~repares items for mail and prepares bulk mailings; ~~;~~ ~~-~~ ~~C~~opies and faxes documents.
- Orders office supplies and maintains inventory.
- Coordinates various office functions, staff schedules, appointments, meetings and events.
- ~~May~~ ~~p~~erforms ~~s~~ bookkeeping functions. Posts journal entries; records revenues; reviews and processes payments or bills; and prepares and provides account information.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

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[A high school degree and one year of administrative office experience.](#)

Appropriate education substitutions can be made.

Other

- [\[such as certifications/licenses, background check, driver's license, etc.\]](#)

PREFERRED QUALIFICATIONS

[A secretarial science degree and 3 years of administrative office experience. Customer service skills.](#)

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~
- ~~Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, mail, purchase orders, lists, documents, directories, ordinances, statutes, procedures, guidelines and non-routine correspondence.~~
- ~~Requires the ability to communicate orally and in writing with Supervisor and all department personnel, other City departments, vendors and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints

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- ~~Ability to E~~ffectively present information and respond to questions from students, faculty, staff, and visitors
- ~~Ability to E~~xercise good judgment and focus on detail as required by the job
- ~~Ability to O~~perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~se (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~

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- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Dates revised	