

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: ADMINISTRATIVE ASSISTANT**  
**DEPARTMENT: GENERAL SERVICES**  
**REPORTS TO: ADMINISTRATIVE SUPERVISOR**

**JOB CODE: 5104**  
**DATE: 2/08**

**JOB SUMMARY:**

Responsible for the administration of human resources for the department while handling sensitive and confidential information. Serves as administrative assistant to the Director.

**ESSENTIAL JOB FUNCTIONS:**

Initiates and tracks confidential performance evaluations for mid-point, end-of-probation, yearly, and remedial progress.

Serves as liaison between General Services employees and personnel for confidential issues.

Tracks sick time usage for ratings on evaluation reports; updates leave slips and monthly accruals for department.

Processes evaluations and tracks progress.

Processes personnel actions on full-time and temporary employees for hire, informational changes, and terminations.

Updates employee access database.

Serves as the department's benefits representative; answers benefit questions.

Provides confidential information and assistance to the department head.

Creates and maintains personnel roster and files.

Initiates, tracks, and edits short-term disability and Worker's Compensation claim forms; types reports and files with state and insurance agencies; submits supplemental status reports.

Edits and types accident/loss investigation reports.

Completes personal injury/motor vehicle accident reports; assists personnel with the completion of accident forms.

Processes request-to-fill forms for vacant positions; prepares and edits job applications tracking letters; sets up interviews and background checks; mails letters to applicants; schedules pre-employment physical and drug test; prepares new employee paperwork; meets with new employees for orientation.

Completes weekly payroll reconciliation.

Schedules meetings for department personnel; schedules conference room and cafeteria calendars. Distributes agenda for Beaver Meadow Advisory Committee.

Attends meetings; takes and transcribes meetings as needed.

Works closely with department head and department level managers in preparation of annual operating budget and program change requests.

Works in acting capacity in supervisor's absence; supervises staff, reconciles accounts payable, and assists in payroll process.

Answers telephone; enters complaints into tracking system.

Supplies golf course gift certificates.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal  
General Office Equipment  
Multi-line Telephone

Typewriter  
Calculator

Copier  
Adding Machine

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High school degree or equivalent and,

Four years of progressively responsible clerical experience, at least one year of which included experience performing administrative clerical work including interaction with high level officials and managers; or, any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Notary Public.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Administrative policies and procedures related to the area of assignment.

Technical terminology appropriate to the area of assignment, such as legal or financial terminology.

Modern office methods, procedures, equipment, business letter writing, and standard clerical techniques.

Word processors or computers.

Techniques of effective time management.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Basic budgetary principles and practices.

Record keeping, report preparation, filing methods, and records management techniques.

**Skill in:**

Communicating clearly and effectively with others, orally and in writing.

Dealing courteously and diplomatically with the general public.

Typing complex documents containing numeric information or technical terminology at 60 wpm.

Using computers to enter and retrieve information.

Operating general office equipment.

Compiling, composing, and maintaining reports.

Understanding and carrying out complex written and oral instructions.

**Mental and Physical Abilities to:**

Handle situations in which others may be angry or argumentative.

Establish and maintain effective working relationships with others.

Attend night meetings or hearings, when required.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

**Working Conditions:**

Work is performed in an office.