



Filing Deadline: August 18, 2017

**City of Coeur d'Alene
Equal Employment Opportunity
Administrative Assistant (Water Department)**

Description: This is a journey level secretarial and advanced administrative support position performing a variety of complex administrative and/or technical duties as needed for a department/division. At this level, there is a cross-over between general clerical work in support of general office functions to more complex and less routine work of a general administrative and secretarial nature. An Administrative Assistant performs many of the same functions as Secretary or other administrative support positions but will have more responsibility for department/division functions of an administrative nature that require the use of independent judgment to prepare correspondence, reports and other documents, perform basic research and analysis of data or manage a specific department program or function. An employee in this class provides specialized department/division information to customers and prepares a variety of correspondence, documents and reports for department staff. An Administrative Assistant may supervise or oversee the work of others or provide general direction on work tasks and responsibilities. The work is performed under the supervision of a department supervisor, manager or superintendent. The principal duties of this class are performed in a general office environment.

Wages and Benefits: Starting wage is \$18.55 per hour, eligible for a five percent increase after 12-months of service with standard or above evaluations. This position is supplemented by a generous benefit package ([summary of benefits](#)) and membership in PERSI (Public Employee Retirement System of Idaho) is required

Acceptable Experience and Training: High school diploma or GED equivalency; and two (2) years of progressively responsible work secretarial/administrative experience or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Knowledge, Skills and Abilities

Knowledge of:

- The operation of personal computer and various software applications for word processing, spreadsheets, graphic presentations, database management, etc.;
- Record keeping practices and procedures;
- Telephone etiquette and customer service techniques;
- Standard office practices and procedures;
- Supervisory methods;
- English composition, grammar and punctuation.
- Modern office practices and procedures;
- Basic accounting functions.

Ability to:

- Learn department programs, policies, procedures and processes sufficiently enough to convey related information to the public and other city staff;
- Maintain important records efficiently and accurately and to prepare clear and concise reports;
- Maintain confidentiality of information processed or prepared;
- Calculate solutions to mathematical problems involving addition, subtraction, multiplication and division;
- File and maintain complex clerical records;
- Ability to perform duties and responsibilities independently;

- Take and transcribe minutes of meetings;
- Conduct research and analysis of special projects;
- Operate a variety of standard office and computer equipment;
- Maintain effective working relationships with other City employees, supervisory personnel, state and local elected officials and the public;
- Operate a personal computer and related software such as word processing, spreadsheets, etc.;
- Communicate effectively both orally and in writing;
- Follow detailed written and verbal instructions;
- Respond appropriately to public inquiries and present a positive public image;
- Accurately proofread numerical and text data;
- Accurately type documents at a reasonable rate of speed;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Examples of Work

Essential Duties and Responsibilities

- Composes own correspondence, compiles data and information to prepare complex documents, statistical, graphic and other reports;
- Provides specialized department/division information to customers;
- Maintains and updates contracts, agreements, financial records, databases, budgets and conveys data and/or responses to the public, other departments and city employees;
- Maintains files, data and other information and conducts basic research and analysis on special projects;
- Participates in budget development process: prepares drafts of fiscal budget, recommends priority program requests, provides documents and accompanies supervisor to budget hearings and meetings;
- Compiles budget information and data and may assist with budget preparation;
- Receives and processes employee time sheets for regular and temporary personnel; processes monthly work records and submits to Finance;
- Assists Human Resources in providing employee information for payroll and personnel files;
- Researches issues and makes recommendations to resolve;
- Reviews, analyzes, prepares reports;
- Bills and collects payments on accounts, leases or other operations;
- Enters/verifies invoices; processes and tracks purchase orders;
- Makes travel arrangements;
- Prepares agendas, takes and transcribes minutes, reports or other information;
- Maintains inventories, departmental records, plans, manuals and standard operating procedures;
- Assists in enforcing agreements or procedures and issues departmental permits;
- Uses various software applications and/or maintains a database of information;
- Enters data into city or department systems and applications;
- Performs various accounting related tasks, balances/reconciles reports, checks, deposit funds, etc, and verifies information and other data;
- Processes legal notifications;
- Searches and acquires library materials through various vendors and methods;
- Serves as liaison to departmental boards, commissions, committees or community groups;
- Represents the department at various functions;
- Assists in the hiring and selection of designated staff;
- Responds to requests for information;
- Performs scheduling and calendar duties;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices

Other Duties and Responsibilities

- Performs other related duties as required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively on the telephone and in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents and file them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time and to reach, stoop, bend and stretch in filing materials, and to move or lift up to 50 pounds.

APPLICATION PROCEDURE: Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application and Resume to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. Application deadline is 5pm, Friday, August 18, 2017. Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

THE CITY OF COEUR D'ALENE INVITES APPLICATIONS FROM ALL QUALIFIED INDIVIDUALS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE, OR DISABILITY.