



Class Description

Class Title: ADMINISTRATIVE ASSISTANT II

Class Code: 26

General Description

The purpose of this class within the organization is to provide administrative and financial support to the division.

This class works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Records information and provides work orders for technicians.

Processes vendor invoices for payment.

Collects, records and processes payroll for departments.

Answers telephones, processes accounts payable and accounts receivable, tracks budget, compiles monthly, annual and special reports.

Processes requests for reports, supervises the preparation and maintenance of personnel records.

Receives and answers customer inquiries.

Sets up, monitors, and maintains the analytics system.

Utilizes, monitors, maintains, and troubleshoots computer peripheral equipment and devices.

Assists department and division heads with compiling and drafting reports, compiling and gathering data, and drafting correspondence.





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Receives calls from vendors concerning payments and follows up with the status.

Monitors expenses and budget line items to ensure costs stays within the budget.

Recommends and prepares budget transfers when appropriate.

Prepares budget expenditure, budget research and analysis.

Prepares contract, handles interdepartmental transfers, and personnel action forms.

Records time and attendance daily.

Processes payroll for full-time employees and resolves payroll issues.

Assists with annual budget preparation and quarterly budget projections.

Attends community events and meetings delegated toward promoting the community.

Additional Duties:

Verifies accounting records, keeps department and division heads aware of budget balances and prepares transfer of funds when needed.

Assists in the preparation of departmental budgets and controls departmental expenditures.

Serves as point of contact resolving supply order issues, answering questions regarding on-line ordering, and monitoring budget.

Monitors social media accounts.

Performs related work as assigned.





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Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Speaks with or signals to people to convey or exchange information of a general nature.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.





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Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for the actions of others, requiring almost constant decisions affecting co-workers, crime victims, patients, customers, clients or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.





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The impact of errors is moderately serious – affects work unit and may affect other units or citizens.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves sitting most of the time, but may involve walking or standing for brief periods of time; requires little or no dexterity

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses computers, office equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.

Requires no responsibility for the safety and health of others.

Minimum Education and Experience Requirements:

Requires an Associate's Degree or specialized courses/training equivalent to satisfactory completion of two years of college in Public or Business Administration.

Requires two years' experience at a reasonable level in local government.





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Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance

The City of Petersburg is an Equal Opportunity Employer. ADA requires the City of Petersburg to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

