



# City of Tempe

## ADMINISTRATIVE ASSISTANT I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	067	<i>Department:</i>	Citywide
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Administrative Assistant II+
<i>Safety Sensitive/Drug Screen:</i>	Yes* / Yes*	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range.			
*Safety Sensitive & drug screen required when assigned to the Police Department.			

DISTINGUISHING CHARACTERISTICS
This is the entry-level class to the Administrative Assistant series. This class is distinguished from the Administrative Assistant II+ by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have limited directly related work experience.

REPORTING RELATIONSHIPS
Receives general supervision from management, professional, technical or higher-level administrative assistant or management assistant positions.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Six (6) months of clerical experience including public contact.
<i>Education:</i>	High school diploma, GED or equivalency. Additional specialized clerical training is preferred.
<i>Additional:</i>	<b><u>When assigned to the Police Department:</u></b> Must pass police polygraph and background examination.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To perform a variety of general clerical to administrative support duties for a City department, division, or program; and to provide information and assistance to the public.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Compose and proofread a variety of documents including general correspondence, agendas, reports, memos and statistical charts from rough draft, recordings, forms, copy, notes, or verbal instruction. May sign and distribute form letters.
- Perform a variety of routine clerical work including filing, billing, invoicing, verifying and recording information on records.
- Act as a receptionist; answer the telephone, respond to general in-box emails and wait on the general public, providing routine and general information on departmental and City policies and procedures as required; refer telephone calls and emails to appropriate department personnel.
- Compile data for statistical and financial reports; maintain a variety of statistical records; check and tabulate basic statistical data; prepare simple statistical reports.
- Process personnel payroll and purchasing information; enter requisitions, order and maintain office supplies; enter work orders resolve errors on orders received and on invoices.
- Perform record keeping for various funds and expenditures; maintain inventory records and other department and program files.
- May maintain and control petty cash fund; accept payment of fees and make change; maintain and process cash records.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective March 2006 (newly created flexible classification series)</i>  <i>Revised April 2015 (Update min quals for level I)</i>  <i>Revised October 2021 (Update job duties)</i></p>