



**ADMINISTRATIVE ASSISTANT II
JOB DESCRIPTION**

JOB TITLE: Administrative Assistant II	CLASSIFICATION: Administrative Support	IMMEDIATE SUPERVISOR: Department Director
PAY GRADE: 116	DEPT: Various	STATUS: <u>FT</u> <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Performs mid level administrative and clerical assistance work in the office of a supervisor or department head; handles department specific work tasks that are unique to that department and support functions of the Department Director.. Work is performed under the general supervision of a supervisor or department head.

SUPERVISION EXERCISED: May supervise subordinate clerical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Researches, drafts, types and proofreads correspondence, reports, agendas, other documents. Maintains calendar and appointments of supervisor.
- Attends volunteer boards, negotiations and other meetings to record and transcribe meeting minutes for submission to the official record.
- Know and understand Florida Public Records Law and FL Statute 119, recordkeeping rules and practices for state and local government agencies.
- Familiar with the laserfiche system to have the ability to retrieve information for a public records request.
- Ability to utilize the AS400 computer system for invoices, payments, permits, and other administrative functions within the department
- Ability to handle, count, and manage cash, receipts and revenue sources.
- Arranges for meetings, appointments and conferences. Processes and reconciles travel expenses.
- Receives, screens, and routes phone calls, visitors and mail.
- Orders and maintains all office supplies
- Scans documents and properly files into the electronic recordkeeping system established for the department.
- Monitors electronic payroll system for department accuracy, errors, personal leave requests, overtime or other issues.
- Relays messages and instructions from supervisor or department head to other employees.
- Higher level independent project work, discretion, judgment, and decision making pursuant to each department and educational level.
- Communicate with vendors regarding invoices, information and services provided to Village and the department.
- Assists with preparing and monitoring departmental budget. Enters purchase orders, payment of invoices and bid or RFP/RFQ information.

OTHER DUTIES:

- Receive and resolve or refer citizen complaints or requests for service.
- Assist with department special events and projects.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:Education and Experience:

- High school diploma, GED or equivalent certificate of competency with course work in general office practices, computer, filing, scanning, typing, business math, and related subjects; and
- Three (3) years full time administrative experience working for a higher level supervisor or executive level position.
- Prefer at least one (1) year experience in the department assigned to work in, or have other related work experience.
- Prefer Notary Public Certificate
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of business English, grammar, and basic math.
- Ability to prepare and compose letters and reports.
- Ability to make decisions based on department policy.
- Ability to establish and maintain effective working relationships with other employees, departments, government officials, and the public.
- Ability to learn the operating practices of municipal government.
- Ability to effectively communicate orally and in writing, and follow professional protocol.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth

perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

TOOLS & EQUIPMENT USED:

Telephone, voice mail, computers, , scanning equipment, printers, calculators, postage meter, copier, transcribing machine, and other audio visual equipment (such as TV/DVD/VCR for example). Specific computer software such as Microsoft Office Suite, WORD, EXCEL, Powerpoint, Internet Explorer, Laserfiche, AS400, and specialty programs for varying departments.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics 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.

While performing the duties of this job, the employee rarely works in outside weather conditions, but may be asked on occasion to work events or special functions outside, and is occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals, such as cleaning chemicals, and uneven grounds such as grassy areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview, criminal background, DMV, and reference check; job related tests and credit check may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB HISTORY:

Created: 03-9-01
Revised: 04-4-06
Revised: 11-5-08
Revised: 12-31-09
Revised: 03-10-14