



## Job Description

### Administrative Assistant

Pay Grade: 04

---

**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Experience Required:** Minimum two years' experience as an administrative assistant, preferably in a human resources office

**Minimum Education Requirements:** High School Diploma or G.E.D., prefer a bachelor's degree in Human Resources Management.

**Direct Supervisor:** Director of Human Resources

**Supervisory Responsibility:** No

**Primary Work Location:** Office Setting.

**Certification:** Valid State of Missouri driver's license.

---

**Job Summary:** Performs a wide variety of routine clerical and administrative functions in the Human Resources department within the City. Duties may vary.

---

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Greet visitors and staff members, screen telephone calls in a pleasant and congenial manner and serve them courteously.
- Prepare payroll and administer benefits.
- Composing and typing correspondence, reports, and memos.
- Provides information on City individual departmental functions and refers visitors and callers to the appropriate department or agency.
- Assist with preparation and follow-up of meetings to include assembly and mailing, making meeting arrangements, taking, processing and distributing meeting minutes, when applicable.
- Coordinate conference and seminar registration and other meetings, engagements, and activities as needed; collect monies.
- Establish and maintain logical and accessible filing system for administrative matters.
- Maintain a neat and orderly work area.
- Effectively perform as a member of the team in carrying out the City's Mission Statement.
- Perform other tasks and duties assigned by supervision.

### Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Standard administrative and clerical procedures and systems.
- Knowledge of primary functions and formats for correspondence, reports, records, and files for assigned department.
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Access.

#### Skills



## Job Description

### Administrative Assistant

Pay Grade: 04

---

- Strong written and oral communications and relational skills.
- Establishing and maintaining effective working relationships with other staff, elected officials, and members of the public.
- Following and relaying complex oral and written instructions, policies and procedures.
- Operating a variety of office equipment, including computer terminal, printer, calculator, Fax, and copier.
- Maintaining a logical and accessible filing system.
- Composing and writing correspondence, forms, and memos.

#### **Abilities**

- Lifting no more than 25 pounds; lifting items above head; stooping and bending.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand written instruction and communicate information and ideas in clear and concise written form.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

---



**Job Description**  
**Administrative Assistant**  
Pay Grade: 04

---

**Signatures / Date**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

---



---



---



---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

---

Human Resources

---

Date