



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT I

BARGAINING UNIT: [FUNCTIONAL](#)

CODE NUMBER: 3040

PAY RANGE CODE: [00025](#)

REVISION DATE: 11/17/16

### **NATURE OF WORK:**

Incumbents in this classification have assigned responsibilities and duties which involve working with or access to materials and documents relating to labor relations that conflict or can be perceived to conflict with membership in a recognized bargaining unit of the City of Omaha except the bargaining unit which represents this group of employees. This is clerical work which includes recording and transcribing dictation, interviewing callers and visitors, answering the telephone, providing information, and reviewing vouchers, applications and other documents for completeness. Assignments require independent judgment based on knowledge gained through experience on the job and often involves interpretations of regulations and procedures. The work varies in nature and difficulty among positions, and where work is more repetitive, there is added responsibility for finality of action taken. An incumbent may serve as a lead-worker and direct the work of a small group of employees assisting in routine details.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Records and transcribes dictation consisting of correspondence, articles, reports, memoranda, opinions, briefs, minutes, statements, or other materials requiring some knowledge of technical terminology and procedures.

Types, processes, and has full responsibility for a complex legal system of notices and minutes to include indexing documents, securing signatures, reviewing documents for completeness, and rejecting if incomplete.

Types copy, rough drafts, correspondence, forms, financial statements, bids, contracts, lists, vouchers, and other materials that may require independent action or discretion on problems encountered.

Proofreads typed documents for accuracy, spelling, punctuation, and grammar.

Responds to individuals seeking information, takes detailed messages and complaints or records information and forwards to the appropriate personnel, receives applications, obtains required data, and makes necessary determinations and calculations; and answers questions and explains procedures regarding permits, certificates, licenses, warrants, taxes, interest, assessments,

penalties, billings, and other matters requiring independent interpretation of city ordinances and departmental policies and regulations.

Reviews applications, requisitions, invoices, vouchers, and other forms for completeness and accuracy; prepares billings; balances cash receipts, deposits, and daily reports; and maintains control ledgers and cost accounts.

Answers the telephone and greets visitors, takes detailed messages, provides routine information or directs callers and visitors to the appropriate authority.

Maintains a complex filing system, including creating files, and filing and retrieving documents.

Prepares time and attendance sheets.

Open, sorts, and distributes mail.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of business English, spelling, grammar, and punctuation.

Knowledge of general office procedures, standard clerical techniques, and standard office equipment.

Knowledge of departmental policies, rules, regulations, procedures, functions, and sources of information.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to proofread documents for accuracy, spelling, punctuation, and grammar.

Ability to make decisions on the basis of policies, procedures, laws, and regulations and apply them to work problems.

Ability to maintain departmental and clerical records and to prepare reports from them.

Ability to maintain confidentiality.

Ability to understand oral or written instructions.

Ability to prioritize multiple responsibilities while meeting stringent deadlines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit and type 76 to 100% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

**AND**

One (1) year of experience in secretarial work.

**SPECIAL QUALIFICATIONS**

Must pass a typing test with a net accuracy rate of at least 45 words per minute with 90% accuracy at time of application.

May be required to possess skill in shorthand. The necessity of this requirement is to be determined by the director of the department in which this classification is used.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Typewriter  
Calculator

Copier  
Telephone  
Printer

Dictation Equipment  
Facsimile Machine  
Scanner

Previous Revision Date(s): 6/24/93

4/25/96  
12/31/04  
2/26/15