



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT II**

**BARGAINING UNIT:** [FUNCTIONAL](#)

**CODE NUMBER:** 3050

**PAY RANGE CODE:** [00030](#)

**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 advanced secretarial and general office work involving recording and transcribing dictation, typing materials from rough copy, composing responses to routine inquiries, responding to questions and complaints, acting as secretary to an advisory committee, and maintaining records. Incumbents must possess detailed knowledge of departmental practices and procedures and use independent judgment in defining and carrying out work assignments which are received and completed with minimal direction from a supervisor. Incumbents may also be required to assign and oversee the work of a small group of clerical employees.

**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, and other materials requiring knowledge of technical terminology and use of independent action and discretion on problems encountered.

Types reports, forms, requisitions, invoices, specifications, tabulations, legal documents, resolutions, ordinances, and other materials and composes and types routine correspondence.

Acts as secretary for one or more committees, typing and distributing agendas, recording and transcribing minutes, and forwarding copies of pertinent documents to committee members.

Enters and retrieves data and maintains computer files pertaining to costs, revenue, purchases, deposits, bonds, inventory, statistics, property, personnel, payroll, and other records.

Compiles and summarizes data, checking against records to ensure completeness and accuracy.

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

Responds to individuals seeking information regarding departmental operations, takes detailed messages and delivers them to appropriate personnel, independently answers complaints or questions, or records information and forwards to the appropriate personnel; assists in completing forms and applications, and arranges appointments.

Opens, sorts, and distributes mail, responding independently to routine matters.

Assigns and monitors the work of a small group of clerical employees.

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

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, punctuation, and grammar.

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

Ability to quickly and accurately perform basic mathematical computations including addition, subtraction, multiplication, and division.

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

Ability to compose routine letters and memoranda.

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

Ability to train, schedule, assign, and monitor the work of a small group of clerical employees.

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

Three (3) years of experience in secretarial work

**SPECIAL QUALIFICATIONS**

Must pass a typing test with a net accuracy rate of at least 50 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

8/30/12