



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT III**

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

**CODE NUMBER:** 3060

**PAY RANGE CODE:** [00035](#)

**REVISION DATE:** 12/22/16

## **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 responsible secretarial and general office work which may include recording and transcribing dictation of an advanced, technical or legal nature, scheduling appointments, coordinating meetings for a superior, independently composing responses to correspondence, and/or acting as recording secretary to a board. Incumbents in this classification may also have significant supervisory responsibilities over a 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 and composes forms, correspondence and other documents requiring advanced knowledge of technical terminology and use of independent action and discretion on problems encountered.

Provides secretarial assistance to a board, including coordinating, scheduling, preparing and distributing agendas of meetings, recording and transcribing meeting minutes, and forwarding copies of pertinent documents to board members.

Maintains the supervisor's calendar (electronically or manually), including scheduling, coordinating, and canceling meetings. Also prepares and distributes meeting agendas and materials.

Responds to individuals seeking information regarding departmental operations, independently answering complaints or questions or records information and forwards to appropriate personnel. Composes and types responses when required.

Provides final proof of typed documents for accuracy, spelling, punctuation, and grammar.

Opens, sorts, and distributes incoming mail. Organizes and prioritizes supervisor's mail and composes replies independently. Routes mail not requiring the supervisor's attention to the appropriate personnel.

Maintains a complex filing system of correspondence, vouchers, requisitions, financial and statistical information, and other records.

Prepares complex administrative records and reports from a variety of materials involving knowledge of departmental practices and procedures and the use of difficult technical terminology.

Performs supervisory duties, including scheduling, assigning and overseeing work, and training other clerical employees.

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, ~~and~~ 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 independently compose letters and memoranda and 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 prioritize multiple responsibilities while meeting stringent deadlines.

Ability to analyze systems and implement solutions.

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

Ability to plan, assign, train, coordinate, and review the work of a group of clerical employees.

Ability to maintain confidentiality.

Ability to understand oral or written instructions.

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

Four (4) years of responsible experience in secretarial work

**SPECIAL QUALIFICATIONS**

Must pass a typing test with a net accuracy rate of at least 55 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

10/26/95  
4/25/96  
12/31/04  
9/27/12