

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Administrative Assistant

Dept/Div: Administration

Supervisor: City Clerk

Supervises: None

Grade: 22

Class Characteristics: Under general direction, serves as Administrative Assistant and provides support to elected officials and administrative personnel in both utility and general government, administrator of city's social media accounts; assists other departmental personnel as assigned or requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Serves as receptionist at City Hall; greets guest in a professional manner, answers incoming calls, ensures calls are redirected accordingly.
2. Serves as Administrative Assistant for all administrative departments.
3. Provides clerical support to elected officials and administrative personnel.
4. Prepares and distributes monthly newsletter.
5. Administrator of City's social media pages. Posts alerts and messages on social media as requested including creating graphics as necessary.
6. Assists with the official City website announcements and keeping the content current.
7. Assists the Ethics Committee including organizing and maintaining the annual Financial Disclosure statements from all elected officials, supervisor employees, and city appointed Boards.
8. Performs other duties/responsibilities as required.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year directly related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of modern office terminology, practices, procedures and equipment.
2. Knowledge of business English, spelling, arithmetic, punctuation, grammar, and filing.
3. Knowledge of standard office equipment, including computer hardware and software.
4. Knowledge of City ordinances.
5. Knowledge of services provided by City government.

Skills:

1. Skill in the use of computers, including word processing software.
2. Skill in the use of standard office equipment, including telephone, copier, etc.
3. Communication skills.

Abilities:

1. Ability to keyboard/type accurately and efficiently.
2. Ability to prepare correspondence in finished product from rough draft.
3. Ability to carry out, without supervision, continuing assignments requiring the organization of information.
4. Ability to establish and maintain effective working relationship with officers and employees, and the general public.

ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects of work covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get job done.

Review of Work: Completed work is reviewed by reviewing reports, correspondence, etc.

Analytical Requirements: Problems require analysis based on precedent.

Physical Requirements of the Job. Work is typically performed indoors sitting at a desk or table; must lift light objects (less than 25 pounds) as a requirement of the job.

Tools and/or Equipment Used: General office equipment (computer, printer, copier, fax, calculator, telephone, etc.).

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job. This position required handling confidential City funds and finances, therefore applicant must not possess a criminal conviction for theft or crime against persons.

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Moderate

Interruptions: Frequent

Special Licensing Requirements: None

Certification Requirements: None

Additional Requirements: None.

Overtime Provision: Non-exempt

amended 6/12/2023