

CITY OF BARTLESVILLE



ADMINISTRATIVE ASSISTANT – HUMAN RESOURCES

JOB SUMMARY

Performs work of moderate to complex difficulty involving typing, filing, data entry, answering telephones and other general clerical duties; provides information to departmental staff and the general public; operates various office equipment. Type's letters, memos, charts, labels, reports, or other correspondence using a computer. Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine matters independently. Answers telephones utilizing a multi-line system, takes messages, screens calls, provides information to callers, receives citizen complaints, and directs calls and messages to appropriate person. Interviews, screens and greets visitors and directs them to the appropriate area or individual; may answer various inquiries personally, following departmental policies; provides information on departmental services and functions. Coordinates and schedules appointments, meetings, or reservations at the request of staff. Attends and assists with various meetings and functions as required; takes minutes and notes. Relieves officials of routine administrative details such as checking operating reports for accuracy and conformance to policies and standards; and updating publications for final approval. Prepares moderately complex, routine and non-routine reports as requested; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decision, policies and instructions. Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Education and Experience: High school diploma or GED; and, three to four years experience performing general office duties such as typing, filing, and answering telephones; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** None. **Knowledge of:** Applicable state, federal and local ordinances, laws, rules and regulations. Correct English usage, including spelling, grammar, punctuation, and vocabulary. Recordkeeping, report preparation, filing methods and records management techniques. All computer applications and hardware related to performance of the essential functions of the job. Standard business arithmetic, including percentages and decimals. General secretarial procedures such as preparation of legal forms used in civil litigation and real estate law. General office procedures, policies and practices, as well as basic knowledge of computers and other general office equipment. **Skill In:** Using tact, discretion, initiative and independent judgment within established guidelines. Using a computer to accurately and rapidly enter and retrieve data and information. Communicating verbally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner. Typing at a rate of 55 words per minute. Analyzing and resolving office administrative situations and problems. **Mental and Physical Abilities:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to understand and carry out written and verbal instructions, giving close attention to detail and accuracy. Ability to draft and type correspondence. While performing the essential functions of this job, the incumbent is regularly required to walk, sit, use hands to finger, handle, or feel objects, to reach with hands and arms, speak and hear. While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds. **Working Conditions:** Work is performed in a normal office environment with little or no exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

HOW TO APPLY Submit Application to Human Resources, 2nd floor, City Center Building 401 S. Johnstone.

Accepting applications December 17, 2018 through January 07, 2019 or until filled.

Salary starts at \$15.31 per hour.

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville

401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4261 / (918) 338-4277