

SENIOR OFFICE ASSISTANT – GRANT FUNDED

NATURE OF WORK

Serving the public with responsible secretarial and/or clerical work of a specialized nature, for City departments, divisions, and programs. Clerical work involves performing routine, program assistance, purchasing, accounting, personnel or timekeeping assistance tasks.

DISTINGUISHING FEATURES

Work involves performing secretarial tasks and/or specialized clerical functions that require executing established policies and procedures based on knowledge gained through experience on the job. Work performed is often a segment of a process or procedure. Work may also include secretarial assignments such as word processing typing and composing reports, memos and other documents, scheduling, receiving and screening callers, and office assignments such as preparing purchase requisitions, creating and updating filing systems, and maintaining fiscal and budgetary records. Some positions in this class may also be tasked with maintaining the confidentiality of various client or employee records. This class is distinguished from the Office Assistant by the greater variety and complexity of assignments and/or the level and frequency of secretarial support.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Maintains employee time records and payroll data for a department. Tabulates records, reports and charts, and performs simple arithmetical calculations as needed.

Reviews for completeness various personnel and payroll forms before routing. Consults with professional staff of the Personnel and Finance departments on policy interpretations. Calculates retirement pay out for employees and prepare appropriate forms and paperwork.

Processes departmental purchasing requests approved by administrative superiors and determines whether to buy requested items using a credit card or via a purchase order process. Follows-up with vendors by phone on order status; and reconciles invoices with purchasing documents before forwarding to Finance Department for payment; prepares payment vouchers.

Answers, screens, and forwards telephone calls; records and relays messages and appointments; greets and screens walk-in customers entering the service location. Schedules meetings and appointments; opens, sorts, and distributes mail and other materials; and orders routine supplies.

Creates and maintains various program information and databases using data base and spreadsheet software on a personal computer.

Types letters, memos, and miscellaneous documents; performs various related clerical duties as they arise, such as ordering supplies and equipment, answering and screening telephone calls, and making appointments and scheduling meetings. Copies and distributes files, records, reports and other materials as required. Transcribes minutes of board or committee meetings, as assigned.

Maintains files correspondence, clerical records, logs, or program records. Purges files in accordance with established procedures, schedules, or legal requirements. Reviews time sheets and supporting timekeeping documents for mathematical accuracy and completeness.

Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Work is performed under the general supervision of an administrative superior. Additional guidance is received from established policies, procedures or practices. The employee must be capable of prioritizing a variety of duties and communicate effectively with the public. Work is reviewed through established internal controls, observation of work performance, adherence to policies and procedures and through annual performance appraisals.

SUPERVISION EXERCISED

Supervision of employees in the same or a lower level class is not an essential task performed by positions in this class. An experienced employee may orient new employees on the job and may provide assistance to or answer questions of temporary co-workers or volunteers.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed primarily in an office setting and is essentially sedentary with occasional walking, standing, lifting, bending, or minimal physical activities carrying items under 25 pounds such as books, papers, small parcels, etc. Some tasks have set deadlines and volume processing.

SUCCESS FACTORS (KSAs)

Knowledge of principles and practices governing the preparation and processing of employee timekeeping and payrolls in an accurate and timely manner, as required by the position.

Knowledge of modern secretarial and clerical practices.

Knowledge of MS Office Suite or other word processing, spreadsheet and data base software standard that may be adopted by City departments.

Knowledge of business English, spelling and arithmetic.

Some knowledge of the principles and practices of double-entry bookkeeping and financial accounting, as required by the position.

Ability to determine and carry out the proper procurement process according to established City policies and procedures, as required by the position.

Ability to accurately reconcile various purchasing, receiving and payment documents, as required by the position.

Ability to accurately prepare and process a variety of personnel and payroll related forms within established deadlines.

Ability to pay attention to detail and prepare various program documents in an accurate and timely manner.

Ability to communicate and distribute information to others both orally and in writing.

Ability to follow departmental administrative policies and procedures.

Ability to understand and carry out oral and written instructions.

Ability to take and accurately transcribe minutes of meetings.

Ability to establish and maintain effective working relationships with other employees and the public.

Skill in the operation of office equipment and machines, including a personal computer or computer terminal, as required by the position.

Skill in entering timekeeping, employee leave and other payroll data into computer automated payroll systems, in an accurate and timely manner.

EDUCATION, TRAINING & EXPERIENCE

High School Diploma or G.E.D. and three to five years of increasingly responsible clerical and secretarial experience in an office setting. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid IL Driver's License.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.