



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
(ADMINISTRATION DIVISION)
PARKS, RECREATION, AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position performs routine to difficult administrative support and related functions. Reports to the Personnel Coordinator.

There are two (2) levels of Administrative Assistant distinguished by the level of work performed and the qualifications of the employee.

ESSENTIAL JOB FUNCTIONS

Performs administrative support work such as word processing, creating spreadsheets, data entry or retrieval, and functions that may require interpretation, judgment and determining appropriate processes to be used.

Assists with compiling part-time departmental payroll from information received from individual divisions to include regular and overtime hours worked and various types of leave taken. Assists with processing personnel actions to effect changes in employee status such as pay increases, transfers, and promotions; computes salary changes or adjustments and retroactive pay according to established policies and procedures; enters payroll into the computerized system in accordance with established procedures and deadlines.

Performs routine and repetitive administrative support functions such as posting or recording information from a variety of sources that usually involves calculations, research and verification of information. Functions may include completing forms, reports, questionnaires and other similar documents.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Screens and responds to general inquiries and complaints; provides information on policies and procedures; performs other similar types of administrative support activities.

Assists with the employment process, to include posting requisitions, scheduling interviews, preparing interview packages for interview panel and reviewing selection packages. Assists with departmental personnel related matters.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Office Administration - Knowledge of office systems, practices, procedures and administration.
- Technology - Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software.

REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and courteous relationships with employees and the public. Able to effectively handle routine inquiries and complaints from or disputes with customers.
- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

REQUIRED ABILITIES

- Judgment/Decision Making - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Communication - Ability to listen and understand directions, information and ideas presented through spoken word or writing. Ability to handle a variety of customer service issues with tact, confidentiality, and diplomacy and in a confidential manner.
- Mathematics - Ability to perform basic arithmetic, and statistical applications.

EDUCATION AND EXPERIENCE

Administrative Assistant I - Requires a high school diploma and 1-2 years of related administrative support experience, or an equivalent combination of education and experience.

Administrative Assistant II - Requires a high school diploma and 3-5 years of related administrative support experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history check, and sex offender registry check as well as a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.

- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.