

Code: 0302
Administrative Service
Clerical, Accounting and General Office Group
General Administrative Series

CLASS TITLE: **Administrative Assistant II**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class performs administrative, clerical and secretarial duties for a city manager; and performs related duties as required.

ESSENTIAL DUTIES: Compiles documents and obtains data from various sources to prepare programmatic and administrative reports; creates and maintains spreadsheets and formats and types reports using various software packages; reviews incoming correspondence and drafts standard responses for supervisor's signature; proofreads documents and correspondence submitted for supervisor's review; maintains supervisor's appointment calendar and schedules and organizes meetings; answers telephones, responds to inquiries and directs calls; orders office supplies and coordinates equipment repair and maintenance; processes payment vouchers, benefits claim forms and travel and mileage reimbursement requests; maintains petty cash records to track office expenditures; maintains personnel and time records for section employees; organizes and maintains program records and office files; explains program procedures and departmental policies to the general public and staff; relays directives and distributes information to staff as directed; performs various clerical duties to relieve supervisor of administrative and clerical detail.

RELATED DUTIES: May supervise staff performing routine clerical functions; may participate in the conduct of special projects and studies to improve the efficiency of administrative operations.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible administrative or secretarial experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of office management and clerical procedures. Good knowledge of secretarial procedures. Good knowledge of desktop software packages.

Ability to compile data and prepare reports . Ability to implement workflow procedures. Ability to interact effectively with supervisors and staff. Ability to operate a personal computer.

Code: 0302
Administrative Service
Clerical, Accounting and General Office Group
General Administrative Series

CLASS TITLE: **Administrative Assistant II (Cont'd)**

Good organization skills. Good typing and proofing skills. Good secretarial skills. Skill in using desktop software programs. Good oral and written communication skills. Good interpersonal skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 2007
City of Chicago
Department of Human Resources