

CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina



This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title:	Administrative Assistant
Department:	As Assigned
Class Code:	1020
Salary Grade:	G08
FLSA Designation:	Non-exempt

General Statement of Duties

The principal function of an employee in this class is to perform a variety of general clerical, administrative support, and information dissemination services for an assigned Town Department or Division. The work is performed under the supervision and direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with assigned supervisors, elected officials, other Town employees, other government agencies, boards, committees, and the general public.

Examples of Essential Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)

- Prepares correspondence, lists and other documents on computer;
- Provides technical information to the public upon request;
- Answers department telephone calls and/or radio communications, receives and greets visitors to the department and provides information to callers and visitors or refers callers and visitors to other appropriate departments or Town personnel;
- Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested;
- Opens and distributes incoming mail to appropriate personnel;
- Coordinates travel arrangements and accommodations for Department personnel and submits associated paperwork;
- Coordinates meeting schedules and special functions specific to Department/Division functions in timely and accurate manner, including preparing and distributing schedules to designated Town personnel as required;
- Processes technical and/or specialized documents related to department operations in accordance with established Town policies and procedures;
- Provides effective professional liaison between the office of the Department/Division and Town residents, the news media, and professionals from other related agencies and businesses; as required;
- Provides administrative support to key departmental personnel in relation to technical program requirements and prepares specialized reports as required;
- Receives cash for designated items, issues receipts, reconciles collected revenues, and prepares daily bank deposit;
- Performs a variety of records management duties, including entering data into computer database, and inquiring and retrieving information for distribution to related department, public, or other public agencies, and updating and maintaining files as necessary;
- Develops and tracks meeting schedules, prepares agendas, records meetings, takes and transcribes minutes for Committees, Commissions, and Boards;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;

- Follows general and position-specific safety regulations and procedures; identifies, corrects and/or reports safety hazards (*See Safety manual for details*);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with the role and function of the classification.

Knowledge, Skills and Abilities

- Substantial knowledge of Department policies and procedures;
- Substantial knowledge of modern office procedures, practices and equipment;
- Substantial knowledge of modern office filing systems and procedures;
- Substantial knowledge of the function of services within the public sector, preferably within a municipal government;
- Substantial knowledge of good phone etiquette and practices;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with Town activities and policies;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- Associate's Degree in Secretarial Science or related; and
- Some secretarial experience; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Work Condition and Essential Physical Abilities

Principal duties of this class are performed in a general office environment and require the following essential physical abilities:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body;
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes;
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely;
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading;
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.