



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ADMINISTRATIVE AIDE II
Classification Specification
(Classified)

JOB SUMMARY

The Administrative Aide II is a mid-level position within the clerical series. Under general supervision, performs a full range of office and/or administrative support work requiring the application of specialized technical-related/administrative knowledge and the exercise of initiative, independent judgment and decision making.

SUPERVISION RECEIVED

The Administrative Aide II reports to a division head, manager or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Administrative Aide II. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Performs administrative/secretarial duties for a department and/or program area.
 - Independently prepares correspondence and selected reports for review/signature and on behalf of administrative superior.
 - Independently prepares, reviews and checks documents, records, and forms for accuracy, completeness and conformance with applicable rules and regulations.
 - Prepares and/or assists in the preparation of notices, applications, resolutions and other documents.
- 1.
 - 2.
 3. Greets and assists general public with inquiries over the telephone or in person;
 4. Acts as receptionist and answers or directs questions regarding departmental standards and procedures to the proper personnel;
 5. Types letters from rough drafts and/or oral and written instructions;
 6. Types and processes circulars, reports, records, work orders, payrolls, bills, payment requests and vouchers;
 7. Receives and processes payments;
 8. Operates modern office equipment including a personal computer and related software;
 9. Photocopies, collates, staples and binds a variety of materials;
 10. Schedules committee meetings and makes travel and conference arrangements;
 11. Processes and maintains mailing lists, card indexes, and automated or manual filing systems;
 12. Performs basic mathematical computations;

13. Maintains and processes employee payroll cards;
14. Proofreads material for accuracy and spelling;
15. Processes, opens and routes mail;
16. Accepts payments, prepares receipts and deposit slips;
17. Maintains record of long distance calls;
18. Processes confidential or sensitive information;
19. Maintains office equipment in proper working order;
20. Responsible for set up and clean up of refreshments for meetings;
21. Communicates clearly and concisely using proper English language and phraseology, both orally and in writing;
22. Post agendas for meetings; and
23. Performs other duties as necessary and required.

DESIRED MINIMUM QUALIFICATIONS

Education, Training and Experience

1. Graduation from high school or GED and;
2. Three (3) years of increasingly responsible secretarial/office administrative experience; OR
3. Any combination of education and experience that demonstrates the ability to perform the required duties for the position.

Knowledge and Abilities

1. Working knowledge of operation of modern office equipment, practices and procedures;
2. Working knowledge of automated and manual filing methods;
3. Working knowledge and ability to use various computer software programs, such as spreadsheets and word processing.
4. Proper knowledge of various business letter composition and report writing;
5. Knowledge of proper usage of the English language and phraseology;
6. Ability to perform basic mathematical computations;
7. Ability to comprehend and follow oral and written directions;
8. Ability to type 45 wpm;
9. Ability to communicate effectively and concisely both verbally and in writing;
10. Ability to maintain accurate and detailed records; and
11. Ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff.

License

A valid California motor vehicle operator's license is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.