



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

**JOB SUMMARY**

The Administrative Aide I is an entry level position within the clerical series. Under general supervision, performs a variety of entry level clerical work; including word processing and file management; and performs other related work as required.

**SUPERVISION RECEIVED**

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Prepares reports, memos, and correspondence using a personal computer and appropriate software packages.
- Assures conformance with established formats. Edits for correct spelling, punctuation, and language.
- Serves the public answering routine inquiries via email, in person or by telephone in a courteous and tactful manner.
- Indexes, codes, and cross references records or files according to established procedures.
- Files materials, keeping all filing up-to-date and in a logical order. Pulls and checks out filed material.
- Provides administrative support in preparation for City meetings such as council, commission, board and committee meetings.
- Posts data in an accurate fashion, keeps records, and prepares routine reports in accordance with pre-determined forms and procedures.
- Sorts and arranges documents or correspondence in alphabetical or numerical order.
- Processes repetitive documents in accordance with established procedures, checking for accuracy and completion of specific entries such as entering, reviewing and tracking payroll data.
- Assist with processing employee payroll cards.
- Opens, sorts, time stamps, and routes incoming mail. Stuffs, seals, stamps, meters, and registers outgoing mail.
- Orders, monitors and stocks office supplies.

- Computes and receives fees and money and processes invoices for payment.
- Responsible for set up and clean-up of refreshments for meetings.
- Operates modern office equipment including a personal computer and related software.
- Establishes and maintains confidential files concerning personnel and/or policy matters.
- Maintains office equipment in proper working order.
- Communicates clearly and concisely using proper English language and phraseology, both orally and in writing.
- Performs other duties as necessary and required.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Graduation from high school or GED and;
- One (1) years of increasingly responsible secretarial/office administrative experience.

### **Licenses, Certificates and/or Special Requirements**

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

### **Knowledge, Skills and Abilities**

- Working knowledge of modern office practices and procedures, including business correspondence, record-keeping systems, and office equipment including word processor and spreadsheets.
- Working knowledge of automated and manual filing methods.
- Knowledge of proper usage of the English language and phraseology.
- Ability to perform basic mathematical computations.
- Ability to comprehend and follow oral and written directions.
- Ability to communicate effectively and concisely both verbally and in writing.
- Ability to maintain accurate and detailed records.
- Ability to effectively meet and communicate with the public from various socioeconomic backgrounds in situations requiring tact and poise.
- Ability to establish and maintain cooperative working relationships with the general public and City staff.

## **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.

### **WORKING CONDITIONS**

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. The employee works in office conditions with controlled temperature settings.

FLSA Status: Non-Exempt

Bargaining Unit: HMEA

Civil Service Status: Classified

Revised: July 2023

CSC Approved: August 2023 (pending)