



**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 this classification. 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.
- Types letters from rough drafts and/or oral and written instructions.
- Greets and assists general public with inquiries over the telephone or in person.
- Acts as receptionist and answers or directs questions regarding departmental standards and procedures to the proper personnel.
- Reviews outgoing correspondence prepared by other staff members for the supervisor's signature for consistency with administrative policy as well as for format, grammatical construction, and clerical errors.
- Makes arrangements for meetings by setting up meeting rooms and contacting other officials or staff members involved regarding materials or reports to be presented or discussed.
- Post agendas for meetings, attends meetings and takes summary or verbatim notes.
- Prepares and distributes the minutes of the meeting.
- Receives and screens a wide variety of personal visitors and telephone calls, and where appropriate, refers the callers to other staff members or may personally

provide information on procedures.

- Assists in the operation of an office; maintains complex filing systems; verifies/calculates cash receipts for bank deposits; prepares receipts and deposit slips.
- Maintains and processes employee payroll cards.
- Operates modern office equipment including a personal computer and related software.
- Maintains and processes employee payroll cards.
- 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;
- Three (3) 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 operation of modern office equipment, practices and procedures;
- Working knowledge of automated and manual filing methods;
- Working knowledge and ability to use various computer software programs, such as spreadsheets and word processing.
- Proper knowledge of various business letter composition and report writing;
- 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 type 45 wpm;
- Ability to communicate effectively and concisely both verbally and in writing;
- Ability to maintain accurate and detailed records; and
- Ability to deal tactfully and courteously, and 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

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