

DEPARTMENT: MAYOR'S OFFICE
CLASSIFICATION: EXEMPT
APPROVED: 02/21/96

ADMINISTRATIVE ASSISTANT TO THE MAYOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing difficult and complex secretarial tasks for the Mayor. The work can be characterized as involving responsible secretarial tasks requiring a high degree of mature judgment and knowledge of City Departments and procedures. Work is performed in accordance with general instructions received from the Mayor with considerable leeway for independent decisions in carrying out assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Acts as personal secretary to the Mayor including the composition of letters in reply to routine inquiries for information;
2. Acts as liaison for informational purposes between department officials and public/non-public officials;
3. Functions in a secretarial capacity for setting up meeting dates, appointments and confidential personnel matters;
4. Performs the more confidential aspects of the Mayor's work including maintaining and processing personnel data and information such as evaluative reports and disciplinary proceedings;
5. Maintains office records and performs support staff activities unique to the Mayor's office;
6. Performs a variety of clerical and typing functions as needed;
7. Keeps complex records of the activities in the Mayor's office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of secretarial practices; thorough knowledge of office practices and procedures; ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed and accuracy; ability to understand and interpret written material; ability to get along well with others; good judgment, initiative, and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

To be determined by the appointing authority at time of appointment.