



# City of Tempe

## ADMINISTRATIVE ASSISTANT II+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	092	<i>Department:</i>	Citywide
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Administrative Assistant II+
<i>Safety Sensitive/Drug Screen:</i>	Yes* / Yes*	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range			
<i>*Safety Sensitive &amp; drug screen required when assigned to the Police Department.</i>			

**DISTINGUISHING CHARACTERISTICS**

This is the full journey-level class within the Administrative Assistant series. Employees within this class are distinguished from the Administrative Assistant I+ by the performance of the full range of duties including the most complex and/or sensitive work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed, and are typically filled by advancement from the lower class of the series, or when filled from the outside, require prior administrative support experience. Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class. While both levels of the series may share many of the same types of duties, the Administrative Assistant II+ level performs administrative support work that has greater variety, complexity, sensitivity, and autonomy.

**REPORTING RELATIONSHIPS**

Receives general supervision from management, professional, technical staff. May exercise functional and technical direction over Administrative Assistant I+ and part-time staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of clerical or secretarial experience including public contact.
<i>Education:</i>	High school diploma, GED, or equivalency supplemented by specialized administrative course work in general office and business practices. Associate degree is preferred.
<i>Additional:</i>	<b><u>When assigned to the Police Department:</u></b> Must pass a police polygraph and background examination.

## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of general clerical to administrative support duties for a City department, division, or program; and to provide information and assistance to the public.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Compose and proofread a variety of documents including general correspondence, agendas, reports, memos and statistical charts from rough draft, recordings, forms, copy, notes, or verbal instruction. May sign and distribute form letters.
- Perform a variety of routine clerical work including filing, billing, invoicing, verifying and recording information on records.
- Act as a receptionist; answer the telephone, respond to general in-box emails and wait on the general public, providing routine and general information on departmental and City policies and procedures as required; refer telephone calls and emails to appropriate department personnel.
- Compile data for statistical and financial reports; maintain a variety of statistical records; check and tabulate basic statistical data; prepare simple statistical reports.
- Process personnel payroll and purchasing information; enter requisitions, order and maintain office supplies; enter work orders, resolve errors on orders received and on invoices.
- Perform record keeping for various funds and expenditures; maintain inventory records and other department and program files.
- May maintain and control petty cash fund; accept payment of fees and make change; maintain and process cash records.
- Perform related duties as assigned.

**In addition to the aforementioned duties, Administrative Assistant II+ duties may include, but are not limited to, the following:**

- Compose routine correspondence related to assigned responsibilities; type and proofread a wide variety of reports, letters, memos, forms, and statistical charts; type from rough draft, verbal instructions or recordings; may sign and distribute correspondence.
- Compile and organize data and background material using a variety of software systems and prepare a variety of statistical, financial, operational and special project reports. Maintain a variety of statistical records; verify and tabulate basic statistical data.
- Establish, organize and maintain filing systems; perform record keeping and billing for various programs, funds and expenditures; order and maintain inventory for department electronic devices, and other department and program files; handle and maintain sensitive and confidential information and records.

- Maintain calendars and schedules of activities, community rooms, meetings and various events; set meetings and appointments; coordinate activities with other City departments, the public and outside agencies; coordinate travel arrangements, payments and reconciliations; ensure that meeting facilities are prepared.
- Verify and review materials for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records and reports.
- Implement and assist in developing procedures and policies related to assigned functions.
- May maintain and control petty cash fund; accept payment of fees and make change; maintain and process cash records.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective March 2006 (newly created flexible classification series)*

*Revised April 2015 (Update min quals for level I)*

*Revised October 2021 (Update job duties)*