

CITY OF MANTECA

ADMINISTRATIVE ASSISTANT III

Department: All Departments

Bargaining Group: Technical and Support Services

Effective Date: July 2007

FLSA Status: Non-Exempt

Revision History: November 2024

BASIC FUNCTION:

Under the direction of a cabinet-level administrator, perform varied and complex secretarial and administrative assistant duties to relieve the cabinet-level administrator of administrative and clerical detail; plan, coordinate and organize office activities and flow of communications for the assigned supervisor; perform clerical accounting duties in support of assigned office.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant III classification performs varied and complex secretarial and administrative assistant duties to relieve a cabinet-level administrator or mid-manager of administrative and clerical detail. Incumbents in this classification plan, coordinate and organize office activities and flow of communications for the assigned cabinet-level administrator or mid-manager and may. The Administrative Assistant II classification provides clerical and secretarial support duties in support of an assigned supervisor involving frequent public contact and requiring an understanding of a process or functional area of an assigned department or program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform varied and complex secretarial and administrative assistant duties to relieve the cabinet-level administrator or mid-manager of administrative and clerical detail; plan, coordinate and organize office activities; assure smooth operations of assigned office.

Receive visitors, including administrators, staff and the public and provide information or direct to appropriate personnel; respond to inquiries and provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of office and City procedures and regulations are required.

Assure timely communications between assigned office and City employees; initiate and receive phone calls to receive and transmit information; request records and other documents; resolve issues as appropriate; refer difficult situations to the manager.

Perform clerical accounting duties in support of assigned office

Compile and verify information and prepare a variety of reports related to assigned activities; receive, process and assure accuracy and completeness of a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

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Compose independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, letters, lists, forms, reports, memoranda, bulletins, agenda items, requisitions, legal documents, notices and other materials; proofread and verify accuracy of documents.

Input a variety of data into an assigned computer system; maintain automated records and files; initiate queries and generate a variety of mandated and requested computerized lists, reports and forms according to established time lines; assure accuracy of input and output data.

Maintain a variety of logs and records related to department programs, financial activity, personnel and assigned duties; assure accuracy and completeness of data, records, reports and files; establish and maintain filing systems; coordinate the destruction of records as assigned.

Coordinate, schedule and attend a variety of public and private meetings as assigned; assure proceedings comply with established requirements; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings; prepare agendas, supplemental materials and other documents; take and transcribe minutes as directed; update City records in response to resolutions as directed.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software; maintain equipment and arrange for repairs as necessary.

Monitor inventory levels of office supplies and materials; order, receive and maintain inventory of office supplies and materials.

Receive, open, sort, screen and distribute incoming mail; compose replies independently as directed; prepare and disseminate materials, forms and information to the public, staff and outside agencies regarding various events and programs.

Coordinate travel arrangements and hotel reservations as necessary; prepare and assure proper completion of reimbursement forms.

Develop and implement office procedures to assure complete and timely operations; create office forms to facilitate work flow.

OTHER DUTIES:

May temporarily perform technical and functional supervision over other office and clerical personnel as assigned.

Assist in preparation of the annual budget and procurement activities as assigned by the position.

Initiate and track work orders and purchase orders.

Maintain a variety of accounting records, logs, files including petty cash, daily cash, and daily revenue records.

Process timesheet entries or other personnel transactions in support of department needs.
Receive and process fees, enrollment charges, fines or other money; prepare receipts, reconcile accounts, and balances money received.

Perform various technical processing, generating, and collecting of forms, applications, permits, fund transfers, checks, invoices, refunds, or procedures requiring in-depth knowledge of the department's functions.

Perform accounts payable and receivable for assigned department.

Regularly monitor and track revenue and expense transactions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Terminology, practices and procedures of assigned office.
- Policies and objectives of assigned department or program.
- City organization, operations, policies and objectives.
- Modern office practices, procedures and equipment.
- Applicable laws, codes, regulations, policies and procedures.
- Financial and statistical record-keeping techniques.
- Business letter and report writing techniques.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Basic accounting practices and procedures.

ABILITY TO:

- Perform varied and complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.
- Plan, coordinate and organize office activities and flow of communications for the assigned supervisor.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Compose correspondence and written materials independently or from oral instructions.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Take and transcribe dictation at an acceptable rate of speed.

Operate a variety of office equipment including a computer and assigned software.

Maintain a variety of records and files.

Plan and organize work.

Complete work with many interruptions.

Compile and verify data and prepare reports.

Communicate effectively both orally and in writing.

Perform clerical accounting duties such as processing requisition and balancing accounts.

Take and transcribe minutes at meetings.

Report to work every scheduled workday.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or a related field and four years of increasingly responsible secretarial or administrative assistant experience.

LICENSE/CERTIFICATION:

Valid California Class C driver's license.

Demonstrated knowledge of keyboarding/typing.

Familiarity with document conversion applications, or artificial intelligence (AI) computer and web-based applications for creating content.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.