

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB010 Administrative Assistant III
<b>POSITION #/TITLE:</b> 1579, 1580, 1581, 1582 Administrative Assistant III	<b>Adopted:</b> 07-97 <b>Revised:</b> 01-16

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Police	<b>Manager Level:</b> Administrative Assistant
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 07
<b>Reports To Position #/Job Code #/JC Title:</b> NB127/Police Captain or 0006/NB128/Police Chief	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> MS Word, Excel, PowerPoint, & Access (80%); Typing Test – 60 wpm
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Provides administrative and secretarial support to a department or work unit.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. This class is distinguished from the class of Administrative Assistant I and II by a greater scope and depth of work, including responsibility for office management.

<b>Examples of Essential Work (Illustrative Only)</b>
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Assists the supervisor in administrative duties, including composing responses to correspondence received or implementing department activities;  
Maintains and updates various confidential and other files, records and lists;  
Compiles information for periodic reports, some manually, others by use of equipment;  
Answers phone and receives visitors to the department;  
Provides general information or directs them to the appropriate party;  
Types and proofreads correspondence, reports, statistical lists and other information, including confidential material, either on a typewriter or computer using word processing software;  
Assists in preparing annual budget;  
Reads and routes department mail;  
Orders office supplies in accordance with Purchasing Services regulations, maintains and stocks items;  
Maintains appointment schedules for the department head and various professionals;  
Prepares department school and travel arrangements;  
Prepares department resolutions for City Council;  
Assists in recruiting and hiring process;  
Assists in Citizens Police Academy;  
Assists in department training;  
Enters and retrieves information on the computer;  
Makes copies as needed;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

#### **Required Knowledge and Abilities**

Thorough knowledge of modern office procedures, practices and equipment and modern office filing systems and procedures, including electronic record management;  
Knowledge of business administration in order to assist in administrative functions;  
Skill in operation of standard office equipment including typewriter, computer keyboard and printer, , copier, calculator and related office equipment;  
Ability to communicate both verbally and in writing, which includes providing information to callers over the phone, composing letters in response to inquiries and updating files;  
Ability to perform general office services including typing on a typewriter or computer, using word processing software, entering and retrieving information on a computer, and updating files and records;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

Graduation from High School or a GED, supplemented by additional training in secretarial sciences and in the use of computers and computer applications as they relate to assigned clerical duties; and Considerable experience in the performance of secretarial duties and administrative support duties; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

#### **Required Special Qualifications**

Ability to pass criminal background check.  
Ability to pass a polygraph examination.  
Ability to obtain NCIC Certification.

#### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Clarity of speech and hearing which permits the employee to communicate effectively;  
Sufficient vision which permits the employee to operate equipment and tools;  
Sufficient manual dexterity which permits the employee to operate equipment.