

## **ADMINISTRATIVE ASSISTANT II**

Bargaining Unit: N/A - Not Applicable

Class Code: 0041

### **SALARY RANGE**

\$14.93 - \$20.25 Hourly  
\$31,054.66 - \$42,128.58 Annually

CITY OF SAN ANTONIO

### **JOB SUMMARY:**

Under direction, is responsible for performing a wide variety of professional administrative duties in support of the activities and services of an assigned department; coordinates office services and provides information and assistance to the public regarding the assigned department or division. May exercise direct supervision over assigned staff.

### **ESSENTIAL JOB FUNCTIONS:**

- Prepares correspondence for communication with other City departments as well as the public.
- Assists in providing a variety of responsible duties involved in coordinating the administrative operations of the assigned department or division.
- Assists in the formulation of policies and procedures for the assigned department; ensures compliance with current City and department rules and regulations.
- Participates in the preparation of the department budget; assists with monitoring and reviewing expenditures; provides information to appropriate department staff.
- Monitors inventory of office supplies; reviews purchase requisitions and requests for payments.
- Assists in coordinating administrative personnel functions; assists in initiating personnel requisitions; monitors overtime and attendance records; assists in preparing and monitoring employees' payroll.
- Researches, compiles and analyzes data for special projects and various reports; prepares reports outlining progress of projects; documents, problems and issues.
- May oversee operations of a warehouse including inventory control, purchasing materials and tools and ensuring inventory procedures are implemented.
- May supervise clerical and administrative staff in general office operations.
- May prepare public relations data, brochures and handouts.
- May organize and maintain filing systems; maintain records related to specific areas of assignment.
- May respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Performs related duties and fulfills responsibilities as required.

### **JOB REQUIREMENTS:**

- Two (2) years of college from an accredited college or university.
- Two (2) years of general office or administrative experience.

DEPARTMENT SPECIFIC:  
Aviation - Airport Police

Municipal Court  
Parks and Rec - Park Police  
SAPD

Applicants for this position must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility. Due to CJIS requirements related to system access, the following will result in being disqualified for this position: Felony Convictions, Felony Deferred Adjudication, Class A & B Misdemeanor Deferred Adjudication, Class B Misdemeanor Convictions, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor), and Family Violence Convictions.

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of basic accounting principles and practices.
- Knowledge of principles and practices of organization and management.
- Knowledge of English usage, spelling, and punctuation.
- Knowledge of research and statistical methods.
- Knowledge of modern office practices, procedures, equipment and, depending on the individual job requirements, clerical techniques.
- Knowledge of business mathematics.
- Knowledge of techniques and methods of research and data collection.
- Knowledge of record keeping procedures and practices.
- Knowledge of applicable Federal, State and local laws and regulations.
- Knowledge of principles of community relations.
- Knowledge of mathematics and statistics.
- Skill in using a personal computer and associated software programs.
- Ability to learn principles and procedures of personnel administration.
- Ability to learn purchasing procedures and policies.
- Ability to learn assigned department procedures, policies, activities and services.
- Ability to learn research and data collection methods and techniques.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to perform responsible programs and office administration duties.
- Ability to understand the organization and operations of the City and of outside agencies as necessary to assume assigned responsibilities.
- Ability to interpret and apply administrative and departmental policies and procedures.
- Ability to compile data and prepare routine reports.
- Ability to research, analyze and summarize data.
- Ability to work independently in the absence of supervision.

**PHYSICAL REQUIREMENTS:**

Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing,

reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment