



Job Description

POSITION TITLE:	Administrative Assistant
CLASSIFICATION:	Non-Exempt
DEPARTMENT:	Legislative Branch
SUPERVISOR:	Chairperson and Vice Chairperson
GRADE/STEP:	NE 19-1
SALARY:	\$60,801.73

Position Summary:

Enhances Legislative Chair, Vice, and Council Member's effectiveness by performing a variety of administrative duties and tasks. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the task performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction for Legislative Branch staff as requested.
- Obtains quotes from vendors; follows up on purchase orders and prepares payments for vendors.
- Coordinates meeting spaces, meeting times, and meeting communication to participants.
- Maintains service records on all Legislative Branch vehicles.
- Photocopies, collates, distributes, and files documents; transmits outgoing faxes, retrieves, logs, and distributes incoming faxes as needed.
- Maintains inventory of office equipment and/or supplies requested by council members and staff.
- Receives, sorts, logs, and routes mail as needed.
- Screens incoming calls and correspondence; exercises judgment and responds accordingly.
- Welcomes visitors, determines nature of business, and announces visitors to appropriate personnel, maintaining professional and courteous demeanor.
- Assists in preparing annual budget and budget modifications; maintains monthly expenditure reports and keeps efficient credit card records.
- Prepares monthly reports for Human Resources to include insurance changes, new hires, and terminations.

- Assists in the new hire process by processing background checks and communicating to potential candidates.
- Establishes and maintains an effective filing and retrieval system including security for confidential information, master list of files and purging and disposing of outdated materials.
- Maintains and operates office machines, equipment, and computers calling on repairs as needed.
- Performs errands for the Legislative Branch as needed.
- Coordinates meals and refreshments when necessary.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED plus four years administrative or secretarial experience; or equivalent combinations of education and experience. Current valid Arizona Driver's License. No DUI's or major traffic offenses in the past three (3) years. Bilingual O'odham/English preferred.

Knowledge, Abilities, Skills and Certifications:

- Knowledge of modern office practices, procedures, and equipment.
- Skill in operating business computers and office machines, including various database, spreadsheet, and word-processing programs.
- Knowledge of business writing, spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of records management and basic accounting procedures.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to fingers, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.