



## **Job Posting**

**Date:** 07/01/2016

**To:** All Employees

**From:** Human Resources Department

**Position:** Administrative Assistant II

**Salary:** \$30, 576.00/ \$14.70 hr. with a 5 % salary increase following a successful 6 month probation period

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### **GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to perform a variety of routine-to-moderately complex administrative and clerical duties in support of efficient and effective office operations; to perform specialized duties peculiar to the department to which assigned, and to perform related work as required. This class works according to some procedures but decides how or when to do things; work is reviewed regularly by supervisor.

#### **ESSENTIAL TASKS**

*The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

Answers the telephone; screens callers and/or provides accurate information and assistance to callers; forwards calls to appropriate personnel; takes messages as necessary.

Greets and assists office visitors.

Processing daily mail, ensuring that information is routed correctly and in a timely manner to all respective parties.

Receives and responds to public inquiries, requests for assistance, concerns and complaints in areas of responsibility.

Notifies appropriate persons of meeting / event dates, times and locations; gathers, prepares and/or types materials for meetings and other activities; may attend functions to take minutes or notes, or to provide general clerical assistance.

Prepares, types, copies, files and/or transmits various documents, which may include memos, notes, minutes, reports, correspondence, etc.; reviews work for compliance with instructions and proofreads documents for proper spelling, punctuation and grammar; maintains confidentiality as appropriate.

Researches standards ordinances and statutes and other areas to ensure compliance with legal or other regulations and locates and compiles data and information for report preparation as requested.

Performs other clerical work as required, including but not limited to copying and filing documents, entering and retrieving computer data, sending and receiving faxes, and assembling materials.

Assist with the processing and maintenance of official Town records including but not limited to: minutes, ordinances and resolutions, ensuring appropriate accessibility to the public.

Assists in maintaining a neat and orderly work environment

Attends training, meetings, workshops as required to enhance job knowledge and skills

Assists other departments with document and correspondence preparation and review as required

Works closely with Administrative Services staff on various projects surrounding human resource and wellness activities

Assists with special projects and programs or other tasks as assigned

### **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

#### **DATA INVOLVEMENT:**

Requires summarizing, tabulating or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information

#### **PEOPLE INVOLVEMENT:**

Requires speaking or signaling to people to convey or exchange information of a general nature.

Must maintain confidentiality of records, information, and conversations that occur as part of normal business or as part of interactions with the board or other personnel matters.

#### **INVOLVEMENT WITH THINGS:**

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones or similar equipment; may service office machines, including adding paper and changing toner.

### **COGNITIVE REQUIREMENTS**

#### **REASONING REQUIREMENTS:**

Requires performing semi-routine work following procedures with occasional problems

#### **MATHEMATICAL REQUIREMENTS:**

Requires using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages

#### **LANGUAGE REQUIREMENTS:**

Requires reading routine sentences, instructions, regulations, procedures or work orders; writing routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

#### **MENTAL REQUIREMENTS:**

Requires doing clerical, manual or technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

### **VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

#### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in business, office administration, secretarial science or a closely related field

#### **SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid North Carolina driver's license.

**EXPERIENCE REQUIREMENTS:**

Requires at least three years experience as an Administrative Assistant

Local Government experience preferred

Notary Public preferred or the ability to obtain within six months of hire

**AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

**PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations. Must be able to perform basic life functions of climbing, stooping, kneeling, reaching, standing, walking, fingering, grasping

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

**JUDGMENTS AND DECISIONS**

**JUDGMENTS AND DECISIONS:**

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

**ADA COMPLIANCE**

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**Interested applicants may submit an application/resume to:**

**Town of Waynesville,  
Brittany Buchanan, HR Specialist  
Human Resources Department  
16 S. Main Street  
Waynesville, NC 28786**

**Or via email to [bbuchanan@waynesvillenc.gov](mailto:bbuchanan@waynesvillenc.gov)**

**Applications will be accepted until July 22, 2016 at 5:00 p.m.**