

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Union, Hourly Position</b>	
		<b>DATE OF REVISION</b>	<b>11/07</b>
<b>POSITION</b>	<b>ADMINISTRATIVE ASSISTANT II</b>	<b>MIN. HOURLY WAGE</b>	<b>12.9965</b>
<b>DEPARTMENT</b>	<b>Code (24-02-524)</b>		
<b>JOB CODE</b>	<b>30065</b>	<b>GRADE</b>	<b>G18</b>

**PHYSICAL LOCATION:**

- 3139 Riviera Drive – Habana Plaza

**REPORTING RESPONSIBILITIES:**

- Reports directly to the Code compliance Supervisor or her/his designee

**GENERAL FUNCTIONS:**

- This is an administrative position requiring the performance of highly diverse and advanced clerical, secretarial and administrative work for the Code Compliance Division. Performs a variety of difficult auxiliary tasks, which are broader in nature of scope than secretarial requirements and which requires the use of independent judgment in making administrative decisions. Works with considerable independence within the scope of established rules and regulations in handling office matters and in assisting assigned personnel. Applies knowledge of administrative procedures combined with learned knowledge of the City’s Code of Ordinances to produce and assigned documents in final form without clerical errors. To provide administrative support to code compliance including acting as receptionist for the division, directing and routing calls and visitors to their proper destination. To provide secretarial support to meeting as assigned.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to communicate with public and co-workers both orally and in written form.
- Able to work a forty (40) hour workweek and extra hours when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description
- Computer literate, keyboard and mouse proficient.

**EQUIPMENT TO BE USED:**

- Thorough knowledge of office machines including, but not limited to personal computer with Microsoft Office applications including Word, Excel, Outlook, AS400 mainframe, fax machines, scanner and copy machines.

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**ENVIRONMENT:**

- Primarily inside air-conditioned office.

**PHYSICAL REQUIREMENTS:**

- Sitting 65%
- Climbing Stairs 5%
- Standing 20%
- Bending 5%
- Reaching 5%

**DUTIES/TASKS/JOBS:**

- Compose letter as required.
- Accepts, processes and tracks Code Enforcement complaints.
- Schedule officer's inspection routines.
- Accurately prepares routine correspondence, memorandums, reports, forms, etc.
- Take telephone messages and make appointments as requested.
- Performs research assignments as assigned including researching national information on businesses, individuals and properties for investigative purposes.
- Maintain office files and records; tracking all new policies and procedures as dictated and implemented, and keeping current any changes, additions or omissions for departmental reference.
- Maintenance of appointment calendar.
- Assemble and organize data.
- Receive telephone and personal callers to office.
- Read, sort and distribute mail for office as assigned.
- Assist Public, Staff and City departments in request for documents and information.
- Prepare requisitions, enter in computer, and keep track of Purchase Orders.
- Copy documents required by the public
- Order supplies and check all deliveries for accuracy.
- Make travel reservations and complete Travel authorizations.
- Coordinate efforts with Legal Department and understand the processes.
- Perform tasks and assignments as directed by the Code Compliance Supervisor.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Ability to meet and deal with public and City personnel in an effective and courteous manner.
- Ability to learn and work with City policies, procedures, contracts and forms.
- Working knowledge of and ability to use various types of computer software such as Microsoft Word, Windows and basic spreadsheets. Word processor experience necessary.
- Ability to compose letters and memorandums.
- Ability to follow complex oral and written directions.
- High School graduate or equivalent.
- Minimum typing speed of 40 WPM as certified by office of Human Resources.
- Ability to transcribe from tape.
- Skill in the application of modern secretarial techniques and practices.
- Working knowledge of correct English and punctuation.
- Must have strong customer skills, including patience and empathy from complainants under all conditions.
- Ability to meet deadlines in a timely manner.

Periodically duties, equipment, material, and/or job setting, other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I \_\_\_\_\_ have read this job description and hereby agree with the above noted “Acknowledgments”, that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY  
AFFIRMATIVE ACTION  
VETERANS PREFERENCE EMPLOYER  
& A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall, Office of Human Resources  
3102 Flagler Avenue  
Key West FL 33040  
Telephone: (305) 809-3714**