

City of Burlington Job Description

Position Title: Office Assistant II

Department: Mayor’s Office

Reports to: Chief of Staff

Pay Grade: 12

Job Code: 1193

Exempt/Non-Exempt: Non-Exempt

Union: N/A

General Purpose: This position is responsible for providing administrative support to the Mayor’s office with an emphasis on clerical functions, encompassing document control, processing and retrieval of highly confidential information including, but not limited to, information relating to collective bargaining, personnel administration and budgetary matters. This position has extensive interaction with the public.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

Essential Functions:

- Greet the public in person and by telephone; screen calls, refer calls, take messages and handle daily walk-in and scheduled visitors.
- Maintain schedules/calendars, make appointments, coordinate meetings.
- Open, review, and prioritize mail. Prepare and post outgoing mail.
- Perform administrative and clerical duties for the Mayor.
- Board Coordination: Type addenda, minutes and other documents; Prepare materials, coordinate meetings, maintain all records, coordinate with departments, City Councilors, and Commissioners.
- Perform clerical duties in support of department functions.
- Maintain office files and filing system.
- Schedule the Mayor’s appointments, employing discretion in committing time, or refer caller to another appropriate source of information or service. Brief the Mayor on appointments.
- Protect confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorized parties, attorneys or the press.
- Type a variety of correspondence, memos, self-composed letters, minutes, reports agenda and other confidential documents. Assemble materials and coordinate office functions to meet deadlines.

- Coordinate time, location and participant arrangements for meetings; arrange travel and accommodations as required.
- Respond to constituents’ requests for information with diplomacy and tact.
- Perform related work as required.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent and at least two years of experience working in a computerized office environment required.
- Thorough knowledge of English usage, spelling, grammar, punctuation and format of business documents and correspondence.
- Strong computer skills, including Word and Excel required.
- Ability to research records pertaining to City Council actions and other documents related to City business.
- Ability to communicate diplomatically and effectively with employees, public officials, and the general public.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Ability to operate standard office equipment, including copier, adding machine, postage meter, and recording equipment.
- Ability to maintain the utmost level of confidentiality, integrity and trustworthiness.
- Demonstrated competence with computers to fulfill job related function.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances | <input type="checkbox"/> lifting (specify) |
| <input type="checkbox"/> color perception | within and between | <input type="checkbox"/> pounds |
| (red, green, amber) | warehouses/offices | <input type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> climbing | <input type="checkbox"/> pounds |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and | <input type="checkbox"/> driving (local/over |
| <input checked="" type="checkbox"/> touching | dismount forklift/truck | the road) |
| <input checked="" type="checkbox"/> dexterity | <input type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> hand | | |
| <input checked="" type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input checked="" type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading – complex | <input type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision |
| <input type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | making |
| <input checked="" type="checkbox"/> writing - complex | | |

- | | | |
|---|---|--|
| <input type="checkbox"/> shift work | <input type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input type="checkbox"/> extreme cold | <input type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise | <input type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input type="checkbox"/> mechanical equipment | <input type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input type="checkbox"/> electrical equipment | <input type="checkbox"/> dirt/dust |

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Updated 05-2013