

## **Job Description**

**Title:** Administrative Assistant I/Clerical Floater

**Department:** Human Resources

**Supervisor:** Human Resources Director

### **General Description:**

This is a clerical position of varied secretarial and clerical duties in the Human Resources Department. The individual in this position will be required to perform clerical duties in various departments of the City of Scranton when assigned a "Floater" with exception of Auto Mechanics, Traffic Maintenance, Building Maintenance, and Animal Control. Work is performed under the supervision of the Human Resources Director. When not assigned in the "Floater" capacity, the individual will work in Human Resources with various job duties as described below.

### **Essential Job Functions:**

- Prepares correspondence, inter-office forms and requisitions
- Types correspondence and other materials on a variety of topics, some of which may be confidential in nature.
- Opens and sorts all non-confidential mail delivered to the office and routes it to the proper place; maintains control over incoming and outgoing correspondence.
- Receives phone calls and visitors, arranges meetings, conferences and appointments.
- Performs work as assigned by the Human Resources Director at the discretion of the Human Resources Director.
- Other related, necessary duties as required by the Department Director/Supervisor.

### **Required Training, Experience Knowledge, Skills and Abilities:**

- Knowledge of office procedures, practices, and standard office equipment.
- Knowledge of business English and spelling, punctuation, and arithmetic.
- Knowledge of or ability to learn and specialized clerical operations of the units to which assigned.
- Ability to organize a variety of complex material for typing.
- Ability to perform clerical functions independently and to make minor decisions in accordance with established regulations, procedures or policy.
- Ability to understand and follow involved written or oral instructions.
- Ability to maintain clerical records and prepare reports.
- Ability to exercise good judgement and be courteous and tactful in receiving office callers and in making proper disposition of problems
- Must be able to multi-task and meet strict deadlines.

### **Minimal Acceptable Training and Experience**

- Education equivalent to completion of the twelfth school grade.
- Must be proficient in Microsoft Office and be able to learn other software programs, i.e. Benefits Website Applications.