



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

CONFIDENTIAL ADMINISTRATIVE ASSISTANT

Human Resources

GENERAL DESCRIPTION

The Confidential Administrative Assistant serves as support staff to the Human Resources Director and the Human Resources Department. The Confidential Administrative Assistant performs a variety of secretarial and administrative duties. This type of work is performed under the general supervision of the Director.

DUTIES AND RESPONSIBILITIES

- Assist and administer projects related to City employees
- Routine Filing
- Assist the Department in all facets of City On-boarding processes
- Works with the Business Administration and the Law Department to prepare correspondence, contracts, legislation, as well as other documents
- Serves as a liaison between the public, departments, attorneys, business representatives and their agents
- Establishes and maintains effective working relationships with co-workers, supervisors and the general public
- Serves as the personal secretary to the Human Resources Director (preparing meeting agendas, scheduling, attending and taking meeting minutes for hearings and monthly meetings etc.)
- Answer telephone calls and redirect to the appropriate department
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- Prepare and disseminate both internal and external correspondence
- Organize, advance, and staff special events
- Other related, necessary duties as required by the Department Director/Supervisor

REQUIRED TRAINING, EXPERIENCE, KNOWLEDGES, SKILLS AND ABILITIES

- Ability to learn applicable procedural guidelines related to applicable codes, ordinances, and regulations.
- Ability to work independently on difficult or complex secretarial tasks.
- Ability to exercise professionalism, good judgement, and tact in answering questions of the public.
- Ability to attend evening meetings outside of normal business hours.
- Secretarial experience preferred.
- Proficient with computers, especially Microsoft Office Suite (Outlook, Word, Excel, etc.).
- High School Diploma or equivalent.
- Must attain a residence in the City of Scranton within six (6) months from the date of appointment, proven by deed, rent receipt, lease, and/or utility bills.

Nothing in this job description restricts managements right to assign or reassign duties and responsibilities to this job at any time.