

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Admin. Asst. **GR:** Temp/Seas **FLSA:** Non-Exempt **DATE:** 8/20/2025

DEPARTMENT: Comm. & Dev. Serv. **DIVISION:** Community Relations

REPORTS TO: Community Relations Supv. **APPROVED:** _____ **JOB CODE:**

GENERAL DESCRIPTION:

Under general supervision, performs a variety of administrative support duties with a focus on incoming telephone calls and visitor/citizen walk-ins. This position requires understanding and desire to provide outstanding customer service. Individual judgment is required within generally prescribed standards and procedures.

TYPICAL DUTIES:

- Provides customer service through handling telephone and walk-in inquiries, dispatches information/messages to appropriate staff, documents interaction with accurate note taking
- Prepares reports; types correspondence; proofreads and copies documents.
- Keeps and maintains departmental records and files.
- Provides administrative assistance for grants and departmental projects.
- Performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D. including courses in typing & computer.
- One (1) year of clerical work with strong customer service experience desired.
- Knowledgeable in Microsoft Office programs and other clerical functions.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Use personal computer to manage records, documents and information. (Daily)

Maintain and exhibit discretion at all times when handling confidential information. (Daily)

Prepare, organize and file records, reports and other documents. (Daily)

Maintain and improve knowledge of office procedures, machine operations, city operations and policies. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand.

Walking: Minimal amount required.

Stooping/Bending: Frequently.

Stand/Sit: Sit about 85 percent of the time.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS (CONTINUED):

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Adequate to perform essential job functions.

Speech: Frequently express ideas and be understood.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside.

Cold/Heat: Controlled.

Wet/Dry: Controlled.

Noise/Vibrations: Office equipment.

Hazards: None.

Fumes/Dust/Odors: None.

Infectious Diseases: No exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen and apply information and instructions.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to schedule appointments.

Ability to organize files and effectively retrieve data.

Ability to comprehend and apply computer software principles.

Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Calculator, computer, copier, fax machine, scanning machine, and telephone.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.