

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Admin Assist III GR: 103 FLSA: Non-Exempt DATE: 08/25/2025
DEPARTMENT: Utilities DIVISION: Administration
REPORTS TO: Director of Utilities APPROVED: _____ JOB CODE: 1082

GENERAL DESCRIPTION:

Under general direction; performs a wide variety of complex secretarial duties for a department or division head; assists in department procedures in keeping financial, personnel and operational records. Work varies, interpretive judgement is required within generally prescribed standards and procedures; has significant opportunity for discretion and independent action.

TYPICAL DUTIES:

- Processes confidential information regarding personnel, operations and proposed actions; keeps and maintains department files.
- Composes and types correspondence to include reports, charts and graphics; prepares tabulations and summaries.
- Assists in preparation for meetings and hearings; may take and transcribe minutes of proceedings; transcribes from a recording.
- Processes accounts payable, payroll, financial and operational records; reconciles credit card statements; maintains departmental timecards.
- Prepares and mails bills and notices; handles office mail.
- Schedules appointments and use of facilities.
- Screens office and phone calls to monitor quality of customer service; contact with employees and public is frequent.
- Maintains and accounts for materials and supplies; posts and reconciles inventories.
- Trains new co-workers.
- Aids in emergency and storm related activities; may operate two-way radio.
- Performs overtime as required and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Supervises small clerical staff.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- Courses in typing, bookkeeping, computer and other clerical functions.
- Four (4) years of progressively responsible clerical work.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

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

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

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

Type accurately at or above 60 words per minute. (Daily)

Properly account for materials, supplies and funds. (Daily)

Effectively assign and supervise personnel. (Daily)

ESSENTIAL JOB FUNCTIONS (CONTINUED):

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 pounds of force occasionally, and/or up to 10 pounds 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.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential functions.

Color Vision: Adequate to perform essential functions.

Hearing: Frequently perceive nature of sounds by ear.

Speech: Frequently express ideas by means of spoken words.

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

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ESSENTIAL JOB FUNCTIONS/EXPOSURES:

Inside/Outside: Work inside.

Cold/Heat: Controlled.

Wet/Dry: Controlled.

Noise/Vibrations: Office equipment.

Hazards: None.

Fumes/Dust/Odors: None.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to comprehend and apply computer software principles.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to schedule meetings.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Adding machine, calculator, computer, copy machine, fax machine, telephone, two-way radio, and typewriter.

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.