



City of Kansas City, Missouri Job Class Specification

Job Title:	ADMINISTRATIVE ASSISTANT	Department:	MULTI
Job Code:	1719	Status:	NONEXEMPT
		Grade:	NE-3

Summary This is professional municipal research and staff work in an entry level position.

Work involves the application of various research techniques and methods and/or volume intensive control procedures in the development and/or operation of administrative systems, programs, policies and practices. Work involves responsibility for performing specific duties, as assigned by an administrative superior, which requires access to confidential information. Independence of action and judgment are commensurate with advancement in experience and knowledge gained through a variety of administrative, research and allied activities. Work is evaluated through review of duties performed, results obtained and conferences with superiors.

Duties and Responsibilities

- Assists in conducting surveys and collecting information to be used in administrative, fiscal, budgetary and fiscal analyses.
- Compiles and calculates statistical data in the preparation and administration of the annual budget, maintenance of expenditure records, handling of purchasing requisitions, and/or initiation of insurance claims.
- Prepares drafts of operating orders, instructions studies and special reports; maintains files and records of a highly confidential nature.
- Makes interpretations and recommendations for improvement of administrative planning, organization and operation.
- Assists in the installation of new programs, systems, procedures, and methods of operation; assists in the preparation of manuals.
- Assists in the preparation of various public and administrative reports.
- Plans, assigns, leads and participates in the operation of a specialized large scale clerical program.
- Performs difficult and complex clerical duties associated with payroll administration, water and sewer charges, collections and issuance of water permits, tax assessments, returns and related records, etc.
- Maintains a large variety of complex clerical records, including personnel records, departmental budget data, departmental rules and procedural statements.
- Performs related duties as required.

- Technical Skills

- Demonstrate the knowledge of the principles and practices of public administration, municipal finance, budgeting and accounting.
 - Demonstrate the knowledge of researching techniques, methods and procedures; modern office management principles, practices and equipment.
 - Demonstrate the ability to carry out general and special assignments; collect, analyze and interpret data; submit oral and written reports on research findings.
 - Demonstrate the ability to establish and maintain effective working relationships with employees, municipal officials and the general public.
 - Demonstrate the ability to perform addition, subtraction, multiplication and division of whole numbers.

Education and Experience

High school graduation and three (3) years increasingly responsible secretarial and/or clerical experience.

OR

An equivalent combination of education and experience.

Certificates/ Licenses/Special Requirements

Must pass a background check as prescribed by the City.

Supervisory Responsibility

None

Supervision Received

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

4/73

Revised

8/96, 11/99, 9/06, 6/08,8/2022 , 01/2024