



# City of Medical Lake

## **JOB ANNOUNCEMENT**

### Administrative Clerk

Open until filled

**Job Title:** Administrative Assistant to the Mayor and City Administrator  
**Department:** Executive  
**Reports To:** Mayor and City Administrator   **Effective Date:** Nov. 2021  
**Compensation:** Step 19           \$19.76 – \$24.01 per hour

#### **Major Function and Purpose**

Appointed by the Mayor. Assists the City Administrator, Mayor, Council, and Department Heads in a variety of clerical and administrative duties necessary for City government functioning. Regular public contact requires tact and good interpersonal skills.

#### **Job Duties and Responsibilities**

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. The employee occupying the position will be required to follow and perform any other job-related instructions and/or duties requested by a supervisor.

#### **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate, with occasional interruptions of normal office machines and public counter noise.

#### **Contacts and Relationships**

The Administrative Assistant will have daily contact with employees of the City and with the citizens of the community. In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction with which he/she may come in contact.

#### **Tools and Equipment Used**

Personal computer system and all applicable software; including word processing, spreadsheet, and database; 10-key calculator; recording system; motor vehicle; phone; fax and copy machine.

#### **Physical Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Knowledge, Skills, and Abilities**

1. Requires a high school diploma or GED equivalent, two years of college or business school, and two years of equivalent work experience. Any combination of experience, education, and training that provides the desired skills, knowledge, and abilities.
2. Considerable knowledge of modern office practices, procedures, computer systems, and equipment.
3. Advanced computer skills in word processing, spreadsheets, database management, desktop publishing, and software installation. Ability to assist, support and instruct other staff members.
4. Requires the use and application of considerable independent judgment in responding to inquiries and questions from various sources.

5. Ability to understand and correctly execute verbal and written instructions.
6. Ability to prioritize assignments and work independently.
7. Ability to establish and maintain effective working relationships with city staff members, other organizations, and the public.
8. Ability to communicate complex and/or sensitive information in a diplomatic fashion and present a positive image of city services, both orally and in writing.
9. Knowledge of protocol when working with public officials.
10. Ability to function both as an independent self-starter with little supervision and work cooperatively with others as a member of the city team.
11. Knowledge of the functions, principles, and practices of municipal government.

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### **Contacts and Relationships**

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### **Physical Requirements**

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Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job the employee is occasionally required to stand; walk; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to sit; stoop, kneel; talk and hear.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception, and the ability to focus.

### **Experience and Training**

Any combination of experience and training that provides the desired skills, knowledge, and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

*This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position.*

The duties listed above are intended only as illustrations of the various types of work that may be performed. Incumbents will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor