

ADMINISTRATIVE ASSISTANT I

The City of Harrisburg is accepting applications for the position of Administrative Assistant I in the Department of Public Safety, Bureau of Codes. This position performs responsible clerical and administrative duties involving the study and application of administrative systems, databases, policies, procedures and communications with the public. This individual reports to the Codes Administrator or his/her designee.

Qualified applicants must have a high school diploma or equivalent and one (1) year of experience as a Secretary II or four (4) years of progressive experience in clerical work or any acceptable combination of experience and training which provides the required knowledge, skills and abilities. Demonstrated ability to type 55 words or more a minute is required. Must be certified or possess the ability to pass the proficiency test to become certified in the operation of Microsoft Office Suite products at the time of appointment.

We offer a competitive salary package (\$33,874.64 increasing to \$39,852.52 after 6 months) plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov/careers

JOB TITLE

GRADE 7

Administrative Assistant I – Department of Public Safety – Bureau of Codes

DEFINITION

This position performs responsible clerical and administrative duties involving the study and application of administrative systems, databases, policies, procedures and communications with the public. This individual reports to the Codes Administrator or his/her designee.

EQUIPMENT/LOCATION

Work is performed at the Rev. Dr. Martin Luther King, Jr. City Government Center. Meetings outside the office are occasionally required. Personal computers (including database software packages), telephones, copiers, facsimile machines, and other related office equipment will be used.

Duties are typically performed on weekdays from 8:30 a.m. - 5:00 p.m.; however, employees may occasionally be required to work evenings, weekends, and holidays and during emergency events.

ESSENTIAL FUNCTIONS

Work involves, but is not limited to, the following: Performs secretarial and administrative services. Maintains computerized records and property files. Keeps records and compiles data. Collects and maintains confidential information. Performs complex typing and word processing functions, including preparation of contract documents. Handles scheduling and logistics of meetings and activities. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Has proper telephone skills and can communicate effectively with staff and the general public. Implements administrative procedures for the bureau. Assist the public in completing appropriate documents for desired service. Use of personal computer is required. Completes all assignments in an efficient, consistent and timely manner. Maintains payroll time-keeping records. Maintains regular, punctual and predicable attendance. Reports to work and remains at work in a productive manner, which includes not being under the influence or impaired by the use of alcohol and/or drugs.

NON-ESSENTIAL FUNCTIONS

Performs other reasonably related duties in equal or lower classification as assigned by supervisory personnel. Performs work as directed by supervisors in accordance with Article XXX, Job Classifications, Section 1 provision of the Basic Labor Agreement.

REQUIRED KNOWLEDGE AND ABILITIES

- Comprehensive knowledge of word processing equipment and personal computers.
- Demonstrated skills in developing statistical and analytical reports and summaries of raw information.
- Effective organizational and communication skills.
- Ability to perform payroll and timekeeping.

JOB TITLE

GRADE 7

Administrative Assistant I – Department of Public Safety – Bureau of Codes

REQUIRED KNOWLEDGE AND ABILITIES (CONT.)

- Knowledge of and ability to use Microsoft Office products, including, but not limited to: Word, Excel, Access and Outlook, or other successor software.
- Ability to understand and follow oral and written instructions.

QUALIFICATIONS

High school diploma or equivalent.

One year of experience as a Secretary II or four years of progressive experience in clerical work or any acceptable combination of experience and training which provides the required knowledge, skills and abilities.

Ability to type 55 words or more a minute.

Must be certified or possess the ability to pass the proficiency test to become certified in the operation of Microsoft Office Suite products at the time of appointment.