

ADMINISTRATIVE ASSISTANT I

The City of Harrisburg is accepting applications for the position of Administrative Assistant I in the Department of Parks, Recreation and Facilities. The Administrative Assistant I performs responsible administrative and clerical duties involving the study and application of administrative systems, databases, policies, procedures and communications with public. This work requires the exercise of independent judgement in the application of prescribed procedures and methods to routine matters. This individual reports to the Facilities Director or his/her designee.

Qualified applicants will possess a high school diploma or equivalent; the ability to type 55 words or more per minute; and a minimum of four (4) years progressive experience in administrative support work. Applicants possessing any equivalent combination of experience and training which provides the required knowledge, skills and abilities will be considered.

We offer a competitive salary package (\$34,213.39 which increases to \$40,251.05 after six 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 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

Administrative Assistant I – Department of Parks, Recreation and Facilities

Definition

This position performs responsible administrative and clerical duties involving the study and application of administrative systems, databases, policies, procedures and communications with public. This work requires the exercise of independent judgement in the application of prescribed procedures and methods to routine matters. This individual reports to the Facilities Director or his/her designee.

Equipment/Job Location

Work is performed at the McCormick Public Services Center. Comprehensive knowledge of personal computers, including database software packages, telephones and other related office equipment is required. Duties are typically performed on weekdays from 8:00 a.m. to 5:00 p.m.; however, employees may be required to work evenings, weekends, and holidays.

Essential Functions

Work involves but is not limited to the following: Performs complex secretarial and administrative services, such as, typing letters, memorandums, lists, statistical data, forms, vouchers, technical reports, requisitions, purchase orders, contract documents and miscellaneous. Serves as timekeeper for the department, entering payroll and maintaining employee leave records. Handles scheduling and logistics of meetings and activities. Serves as receptionist, answers telephone and provides general information in response to public inquiries. Sorts, indexes and files material. Reviews reports and other documents for accuracy. Proofreads typewritten and printed materials. Distributes incoming mail. Assembles files and other materials to facilitate reply by a superior. Maintains vendor lists and other mailing list. Assembles a variety of data from office records for incorporation into various reports. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and general. Completes all assignments in an efficient, consistent and timely manner.

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.

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Administrative Assistant I – Department of Parks, Recreation and Facilities

Required Knowledge and Abilities

- Comprehensive knowledge of personal computers.
- Demonstrated skills in developing statistical and analytical reports and summaries from raw information.
- Effective organizational and communication skills.
- Ability to perform payroll and timekeeping.
- Knowledge of and ability to use Microsoft Office (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.

Ability to type 55 words or more a minute.

One (1) year of experience as a Secretary II or four (4) years progressive experience in administrative support work.

Or any acceptable combination of experience and training which provides the required knowledge, skills, and abilities.