

ADMINISTRATIVE ASSISTANT I

The City of Harrisburg is accepting applications for the position of Administrative Assistant I in the Department of Building and Housing, Bureau of Housing and Planning. The Administrative Assistant I serves as receptionist, answers telephone and provides general information in response to public inquiries and requests for all offices. The Administrative Assistant I also performs complex secretarial and administrative services. This position falls under the AFSCME Basic Labor Agreement.

Qualified applicants will have a high school diploma or equivalent. Ability to type 45 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. A valid Pennsylvania Driver's License, Class C, or equivalent is also required.

We offer a competitive salary package (\$34,555.52 which increases to \$40,653.56 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, 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 Building and Housing Development – Bureau of Housing/Planning***DEFINITION**

This position performs responsible clerical and administrative duties involving the study and application of administrative systems, databases, policies, procedures and communications with public. This individual reports to the Director 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 required. 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. - 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, preparing communications, typing letters, memorandums, lists, statistical data, forms, vouchers, invoices, technical reports, requisitions, purchase orders, contract documents and other miscellaneous items. Create and maintain filing systems, both electron and physical. Handles scheduling and logistics of meetings and activities. Keeps records and compiles data. Collects and maintains confidential information. Serves as receptionist, answers telephone and provides general information in response to public inquiries and requests for all offices. 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 participants lists and other mailing list. Assembles a variety of data from office records to incorporate into various reports. Serves as timekeeping for the department, entering payroll, when needed. 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.

Job Title**Grade 7**

Administrative Assistant I

*Department of Building and Housing Development – Bureau of Housing/Planning***REQUIRED KNOWLEDGE AND ABILITIES**

- Comprehensive knowledge of personal computers.
- Demonstrated skills in developing statistical and analytical reports and summaries of raw information.
- Effective organizational and communication skills.
- Ability to work with the general public in a courteous and tactful manner.
- Ability to understand and follow oral and written instructions.
- Ability to perform payroll and timekeeping.
- Knowledge of and ability to use Microsoft Office (including, but not limited to, Word, Excel, Access, and Outlook) and other successor software.

QUALIFICATIONS

High school diploma or equivalent.

Ability to type 45 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.

A valid Pennsylvania Driver's License , Class C or equivalent is also required.