

Metro Communications Agency Job Description

Salary Grade	EEO Function/Category
\$14.30 - \$19.23	04/06

Job Classification	FLSA Status
Senior Office Assistant	Non-Exempt

Title of Immediate Supervisor
Business Manager

Job Summary

Provide clerical and administrative support to the director and department management personnel.

Task No.	Description
1.	Complete and process claims, invoices, vouchers, requisitions, E911 surcharges, billing for tape requests and radio shop items and purchase orders; allocate receipts and expenditures to various accounts, and maintain departmental revenue and expense funds.
2.	Answer face-to-face and telephone inquiries requiring detailed knowledge of departmental policies, billing, contracts, and regulations.
3.	Maintain departmental confidential personnel files, other records and files of a complex and/or confidential nature.
4.	Open, sort, and read incoming correspondence including confidential materials; call attention to important or high-priority items and make out preliminary data and information summaries without immediate direction or supervision; compose or answer correspondence as authorized.
5.	Compile and complete data for administrative reports, bulletins, and other documents and records.
6.	Maintain office supplies for Metro Communications Agency. Order uniforms, post job openings, update business addressed in CAD and update seniority roster.
7.	Schedule appointments; arrange conferences and meetings; prepare agendas; take, transcribe, type, and distribute minutes; and make travel arrangements.
8.	Assist in the preparation and administration of the annual departmental budget.

Task No.	Description
9.	Type forms, statistical records, personnel records, and other confidential material unique to the department.
10.	Assist in establishing and reviewing methods and systems for the maintenance, handling, and distribution of departmental information and records, including information and records of a confidential nature.
11.	Perform other such duties and functions as are necessary or incidental to the proper performance of this position.

Minimum Qualifications

Graduation from high school or GED certification with a minimum of five years of experience in governmental, clerical, and/or administrative work, or any such combination of education, experience, and training as may be acceptable to the hiring authority.

Preemployment Screenings

Preemployment screenings may include, but are not limited to, the following: drug screen, references, physical examination, credit check, and full criminal background.

Knowledge, Skills, and Abilities

Effective oral and written communication skill.

Knowledge of the practices of a government agency.

Knowledge of office practices, procedures, and office machines and equipment necessary for the proper performance of the department.

Ability to maintain administrative fiscal and general records.

Ability to establish and maintain effective working relationships.

Ability to maintain confidentiality and integrity of the office and department.

Ability to organize, plan, and prioritize work.

Ability to maintain confidentiality and integrity of Metro Communications Agency.