

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Administrative Technician		
<b>Job Code:</b>	CL5020	<b>Job Family:</b>	Clerical
<b>Pay Grade</b>	506	<b>Date Reviewed:</b>	06/08/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Provides routine clerical and administrative support to the daily operations of assigned section/division; and performs a variety of routine fiscal and administrative tasks for staff and management personnel in assigned area of responsibility.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Provides administrative assistance to staff by preparing documents, scheduling meetings, and screening clients and phone calls. Maintains appointment calendars. Prepares travel documents, employee travel reimbursement requests and conference registrations.
2. Provides service to internal and external customers by answering inquiries, resolving complaints or directing caller to appropriate department or personnel. Evaluates and reviews customer applications, documents, files and records to determine eligibility or status for various City services. Maintains records and application data.
3. Provides administrative support by verifying costs for various budget items, gathering data, and entering data into City systems for the annual budget. Ensuring financial/budget practices adherence to department budget and budget guidelines.
4. Receives and applies payments and fees. Compiles fiscal, statistical and related program reports. Calculates financial data, balances books, updates accounts and provides program expenditures and available balances. Updates and inputs records and documents and maintains files.
5. Prepares and processes payroll and personnel transactions for an assigned area. Assists the section/division and Human Resources for hiring or other issues.
6. Processes requisitions and purchases materials and supplies to maintain inventory. Prepares bid information, and coordinates with staff for purchasing. Works with various vendors in regard to quotes, billing issues, credits and invoices. Receives materials or supplies.
7. Participates in special projects, providing input as needed.
8. Renews department licenses, certificates, permits and other required documentation.

9. Attends, records, and composes minutes of various commissions and board meetings. May serve as notary for assigned department.
10. Provides staff support to an assigned department. Serves as back up for various staff positions as needed.
11. Performs other duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Mail collection and distribution.
  - Basic principles of business letter writing and basic report preparation.
  - Fundamental principles and procedures of record keeping.
  - Operations, services, and activities of assigned department.
  - Department computer software and systems.
  - Policies and procedures of department.
  - Basic mathematical principles.
  - Principles and procedures of filing.
  - Pertinent Federal, State and local laws, codes, and regulations.
  - Modern office procedures, methods, and equipment.
  - Telephone etiquette.
- **Skill in:**
  - Microsoft Office Suite.
  - Multi-tasking.
  - Grammar and proofreading.
  - Organization.
  - Time management.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Interpret and explain department policies and procedures.
  - Type or word process at a speed necessary for successful job performance.
  - Work independently in absence of supervision.
  - Respond to citizen inquiries politely.
  - Operate and use modern office equipment.
  - Perform routine mathematical calculations.
  - Understand and carry out oral and written directions.
  - Establish and maintain effective working relationships.
  - Maintain confidentiality.

## **MINIMUM JOB REQUIREMENTS**

Associate Degree from an accredited college with major course work in Business, Business Administration, Finance, Public Administration, Office Administration, or related field and two years of clerical and administrative experience.

## **OTHER REQUIREMENTS**

None.

## **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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands 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.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.