

# Lehi City

## Job Description



<b>Title:</b>	Power Administrative Assistant	<b>Code:</b>	<b>1695</b>
<b>Department:</b>	Power Department	<b>Last Revised:</b>	1/13
<b>Division:</b>	Administration	<b>Effective Date:</b>	

### **GENERAL PURPOSE**

Performs a variety of full performance, routine administrative and complex clerical duties as needed to expedite the administrative, clerical and secretarial functions of the power department.

### **SUPERVISION RECEIVED**

Works under general supervision from the Power Director.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL FUNCTIONS**

Acts as receptionist; answers phone and routes calls; takes and relays messages; provides information to inquiring parties; responds to general questions related to department functions; takes dictation and transcribes material into documents, letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices.

Monitors department calendar to assure against conflicts; schedules appointments; advises personnel of meeting requirements; monitors deadlines for special activities such as hearings, legal notices, mailings, postings, etc.; apprises staff of meeting schedules.

Performs document filing and maintenance; receives and processes records, applications, appeals, reports and various documents related to the legal obligations and functions of the department; purges records according to established guidelines and regulations.

Operates personal computer, related electronic office equipment, and various software applications for word processing, records maintenance and data input. Types/word processes various reports and documents; reviews content for accuracy and completeness makes grammatical and technical changes to content as needed; performs routine research and gathers data as needed to compile or complete reports as requested by Power Director, other staff or departments.

Operates personal computer and customized software to enter work orders, safety meetings, regulatory documents and utility bench mark data.

Assists with printing and issuance of daily blue stakes; calls in required power blue stakes and writes up and issues work order complaints and/or problems as requested by the public for power department review.

Monitors billing invoice status; determines need to follow up by contacting customers, companies, etc. as needed; signs for incoming mail; notifies mail personnel of mail delivery; processes outgoing mail, prepares and stuffs envelopes, operates postage meter, determines postage amounts, and readies for mailing.

Monitors the purchasing of office materials and ensures proper inventory; prepares purchase orders and initiates purchases as needed. Keeps and maintains records for petty cash.

May assist in public education as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from high school or G.E.D.;

AND

B. Four (4) years of responsible secretarial experience performing above or related duties;

OR

C. An equivalent combination of job-related education and experience (substituting each one year of post-secondary education/training for six months of experience).

2. Required Knowledge, Skills, and Abilities:

Working knowledge of general office procedures and record keeping and filing; clerical processes and procedures associated with budgeting, accounts receivable and accounts payable; grammar, spelling and punctuation; personal computer operation and various software applications such as word processing, and data processing, including software associated with making presentations, spread sheets, and 10-key data entry; interpersonal communication methods.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; understand and follow oral and written instructions, when given; maintain confidentiality related to legally sensitive information; communicate effectively, verbally and in writing; establish and maintain effective and efficient working relationships with employees, elected officials, other agencies and the public; establish and maintain comprehensive records and files; handle routine mathematical calculations quickly and accurately.

3. Special Qualifications:

Must be able to type at least 60 wpm.

May be required to be or become a Notary.

Must have a valid, current driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)