

City of Williams

City of Williams is accepting applications for an Administrative Assistant III. Applicants must meet minimum qualifications listed on job description and able to pass background check. Applications and job descriptions can be picked up at City Hall and are available at www.williamsaz.gov. Resumes will be accepted but must include completed City application. Salary range \$14.83 - \$21.93 /hr., DOQ/E.

The City of Williams is an Equal Opportunity Employer

**City of Williams
Position Description
(Grade 7)**

Summary of Position

Performs advanced secretarial and clerical duties for Staff members at City Hall.

Organizational Relationships

1. Reports to: City Clerk/HR Director
2. Directs: This is a nonsupervisory position.
3. Other: Offers support services for the Mayor, City Manager, Finance Director, Public Works Director, Building Inspector, and City Clerk/Human Resources Director, and works closely with city personnel and the general public.

Essential Duties

-) Performs general secretarial and clerical duties, including typing, printing and filing correspondence, memos, letters, etc.
-) Performs desktop design, creation and publishing of flyers, notices and other informational pieces.
-) Proofreads written items for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
-) Answers non-routine correspondence and researches and assembles highly confidential and sensitive information.
-) Records and transcribes Committee, Commission or Council meeting minutes upon request of City Clerk.
-) Creates new files and maintains current manual master filing system and digital records through the use of documents and records management software. Responsible for the maintenance of all City records and their accurate filing/retrieval.
-) Cross-trains in the Administrative Assistant I position so that coverage for the front desk area may be offered whenever needed.
-) Acts as project manager for special projects at the request of the City Clerk, which may include annual issuance of business and animal licenses and disseminating information.
-) Performs other related duties, as requested, directed, or assigned.

Job Knowledge, Skills and Abilities

-) Work requires knowledge of secretarial and office administrative procedures and use and operation of standard office equipment at a level generally acquired through 5+ years related experience.
-) Must have an extensive knowledge of business and an excellent command of the English language, both oral and written.
-) Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software, and must be able to type 50-60 wpm.
-) Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact, and diplomacy.
-) Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.

General Information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.