



City of Napavine
P.O. Box 810
Napavine, WA 98565
(360) 262-3547

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: PUBLIC WORKS / COMMUNITY DEVELOPMENT

SUPERVISOR: PUBLIC WORKS / COMMUNITY DEVELOPMENT DIRECTOR

FLSA STATUS: UNION/JUST CAUSE
SALARY GRADE (2024): \$23.27 - \$27.74 per hour

GENERAL STATEMENTS

Under the direct supervision of the Community Development Director. Performs a variety of routine secretarial/ clerical duties which require extensive public contact, calculating, posting, computer keyboarding and organizational duties. Serves as staff assistant to the department head for the purpose of accomplishing department objectives.

CONTROL OVER THE WORK

Work entails the exercise of independent judgment, initiative and discretion based on knowledge of secretarial and office skills in performing daily activities. Work is performed under supervision of the Community Development Director and helps manage the Community Development office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide administrative assistance to the Director with meeting management, assembly of supporting materials and preparation of meeting agendas.
- Gather, prepare, and analyze data for studies, reports and recommendations to Director.
- Coordinate activities with other departments and agencies as directed.
- Maintain a working knowledge of all general policies and procedures which pertain to the Public Works/Community Development Department.
- Responsible for addressing questions from customers

- Secretarial work as assigned by the Public Works/Community Development Director, including typing, filing, record keeping, etc.
- Qualified to be trained and willing to accept the responsibility of training for assigned position
- Collect permit applications, prepare building permits, and receive remittance, submitting a clerk's receipt for the same.
- Maintain data base of water and sewer permits issued and prepare required monthly and annual reports, and other time sensitive reports that may arise.
- Operation of telephone system including answering calls using telephone etiquette and receptionist skills in directing calls and receiving messages.
- Complete and transmit records of receipts and permits issued to the clerk's office on a regular basis.
- Responds to record request inquiries from internal and external customers by pulling information from the document management system, active files, and permit tracking database. Meets response timelines as required by Public Records Officer.
- Perform other job duties as directed/assigned.

QUALIFICATIONS REQUIRED

Education and Experience: Graduation from an accredited high school or equivalent supplemented by some college level course work in the secretarial sciences, accounting, and/or business administration.

Any equivalent combination of experience, education, and training which provides the applicant with the knowledge, skills and abilities to perform the duties and responsibilities of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain courteous and tactful relations with the public while dealing with sometimes difficult situations, and/or refer to appropriate department or individual

Ability to maintain responsibility for a variety of activities without regular direction.

Meet the physical demands of the job and perform the essential job functions.

Establish effective and positive working relationships with fellow employees.

Perform and practice records management techniques.

Operate office equipment.

Understand and follow written and oral instructions. Express ideas clearly and effectively, both orally and in writing.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and data base software; telephone; typewriter, fax, copy machine, 10 key calculator, recording system.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, climb stairs, talk, hear, reach with hands and arms, and use hands and fingers to operate objects or controls.

The employee is occasionally required to lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; and results of job related tests which may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.