**JOB DESCRIPTION**

**CITY OF WARSAW, MISSOURI**

**POSITION TITLE: ADMINISTRATIVE ASSISTANT**

**DEPARTMENT: ADMINISTRATION Hourly Employee**

**REPORTS TO: City Clerk –** [**Jessica.kendall@welcometowarsaw.com**](mailto:Jessica.kendall@welcometowarsaw.com)

**DEFINITION:**

Under the supervision of the Department Supervisor assigned, the administrative assistant is responsible to perform a variety of administrative and clerical tasks.

**QUALIFICATIONS:**

Employee must

* Ability to follow oral and written instructions
* Have a high school diploma or equivalent
* Strong oral and written communication skills
* City’s alcohol/drug testing and a background check is required.

**PRIMARY RESPONSIBILITIES:**

Primary Responsibilities include but not limited to-

* Performs a variety of office administration tasks: copying, filing, scanning, record keeping, monthly, quarterly and yearly reporting to numerous agencies, etc.
* Creates and develops forms, flyers, spreadsheets, graphs, brochures, etc.
* Respond to telephone and/or in-person inquiries including greeting and dispensing information to the public on city policies and procedures as necessary
* Works independently and efficiently and commit to a team environment
* Other duties as assigned

**ESSENTIAL FUNCTIONS:**

While performing the duties of this job the employee will:

* Excellent time management skills and the ability to prioritize work
* Ability to operate a keyboard and view computer screens for an extended period of time
* Attention to detail and problem solving skills
* Multitask- subject to frequent interruptions
* Frequently required to sit, talk, listen, lifting, climbing stairs, squatting, sorting, filing, bending, kneeling and reaching to ground level and overhead as required for such tasks as retrieving files.
* Takes minutes for various boards and committees, depending on departmental assignments
* Processes and maintains necessary paperwork for such things as permits and legal documents which requires specific attention to details
* Strong organizational skills
* Proficiency in MS Office, (MS Excel and MS Power Point)

**The City of Warsaw is an Equal Opportunity Employer:** The City of Warsaw is fully committed to avoiding any unfair treatment or discrimination in employment practices related to race, color, religion, disability, national origin, ancestry, sex or age. Nothing in this job description shall take precedence over any state or federal law to the contrary.