

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Administrative Asst. I **GR:** 101 **FLSA:** Non-Exempt **DATE:** 09/18/2024
DEPARTMENT: Parks & Recreation **DIVISION:** Animal Services
REPORTS TO: Animal Services Manager **APPROVED:** _____ **JOB CODE:** 3083

GENERAL DESCRIPTION:

Under general supervision, performs reception work, data entry, typing, filing and a variety of clerical work; assists in a unit or department with routine office procedures and process; assists in department procedures in keeping financial and operational records. Work varies somewhat with minimal leeway for discretion and independent judgement.

TYPICAL DUTIES:

- Greets citizens; answers inquiries and provides customer service in-person and via telephone.
- Directs public to dog or cat area of their choice.
- Dispatches calls for Animal Control Officers, logs calls and messages.
- Processes adoptions, surrenders, reclaims, donations and strays for the facility.
- Maintains the cash drawer; handles deposit procedures.
- Performs detailed data entry, prepares reports, and maintains records and files; provides administrative support as needed; sorts and distributes mail.
- Assists with maintaining inventory of office and routine pet supplies.
- Performs overtime as needed and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D. with business and typing courses.
- One (1) year of experience in office setting preferred.
- Proficient in Microsoft Office products preferred.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials, and the public.

(Daily)

Receive and forward messages accurately. (Daily)

Prepare, organize and file records, reports and other documents. (Daily)

Properly account for material, supplies and funds. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand.

Walking: Minimal amount required.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS (CONT'D):

Stooping/Bending: Frequently.

Stand/Sit: Sit about 90 percent of the time.

Reaching: Occasional, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Adequate to perform essential job functions.

Speech: Frequently express ideas and be understood.

Eye/ Hand/ Foot/ Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside.

Cold/Heat: Controlled.

Wet/Dry: Controlled.

Noise/Vibrations: Office equipment and radio, animal sounds.

Hazards: None.

Fumes/Dust/Odors: Minimal exposure.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to comprehend computer software principles.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS USED:

Adding machine, calculator, computer, copy machine, fax machine, printer, radio, and telephone.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.