



**CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT
Police Department**

**Pay Grade: 53 Pay Range: \$16.19 to \$22.66 per hour plus benefits DOE/Q
FLSA Status: Non-exempt (eligible for over time)**

Qualifications: High school diploma or equivalent supplemented by additional courses in public or business administration and five years progressively responsible secretarial/administrative office management work including supervisory experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must type at least 50 wpm and lift 25 pounds. Must possess a valid Arizona driver's license and pass pre-employment drug test, CVSA (Computerized Voice Stress Analyzer) exam, fingerprint and background investigation prior to being placed in the position.

Tasks: Performs difficult and varied clerical work; analyzes operational problems of a clerical nature and independently makes decisions to correct or improve procedures; keeps complex clerical records; compiles data for administrative analysis, prepares reports or summaries from complex records, and performs related tasks to assist department head with administrative duties; interprets policies and procedures. Serves as a representative of administration with employees, officials and the general public in order to assist in the management of department activities and programs; meets and imparts information to the public and clearly communicates departmental policies and procedures using reference materials or personal knowledge; interviews office visitors and decides to refer to a superior or to another department or office; composes correspondence to clearly communicate information by determining appropriate content, format, tone and organization using correct grammar, punctuation, and spelling; uses word processing and spreadsheet software to produce documents and to record, tabulate, make computations for and print tables of numerical information using a personal computer, prepares and types various budget and financial reports, and assists with preparation and administration of annual budget; may reconcile and process requests for payment or reimbursement on contracts, grants, etc.; prepares agendas, attends and takes minutes of meetings of policy, advisory, and administrative groups in order to organize and effectively communicate meeting activities; performs related duties as required. May supervise secretarial staff.

Knowledge, Skills, and Other Characteristics:

- Knowledge of the theories, methods, and practices of municipal budgeting, including preparation and administration.
- Knowledge of office procedures and equipment, including computers and various software applications including financial application software and Microsoft Office.
- Knowledge of business English, punctuation, spelling, written communications for administrative and technical purposes.
- Knowledge of effective public contact techniques; oral communication in one-on-one and group situations.
- Skill in interpreting, developing, and applying rules, policies and procedures.
- Skill in assisting in annual budget preparation, financial reporting, grants and contracts.
- Skill in establishing and maintaining effective working relationships with City management, City employees, other agencies, vendors, volunteers, and the public.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.
- Skill in written communications for administrative and technical purposes.
- Skill in personal computers, word processing and spreadsheets applications and keyboarding skill of 50 wpm.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone. Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Applications must be received by December 31, 2008.

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1347 (928) 777-1315 (800) 748-6205 TDD (928) 777-1100 Fax (928) 777-1213

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net

EEO/M/F/V/H/D/NSE Posted: December 16, 2008

Randy Oaks _____
Police Chief

Jolaine Jackson _____
Human Resources Director

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MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.