



Job Title: Administrative Assistant I

Department: Huntington Municipal Parking Board

Salary Range: \$35,726.70-\$41,327.10

Job Description: see below

Send resume and cover letter to Human Resources Director Sherry Lewis via email: lewiss@huntingtonwv.gov. Candidates may apply in person at City Hall, HR Office, Room 14, or access the online application via the City of Huntington website: www.cityofhuntington.com. Click on "City Government" and "Employment Opportunities." Applications/resumes will be accepted through the close of business on Friday, March 24, 2023. EOE/M/F/H

ADMINISTRATIVE ASSISTANT I

Job Category: Administrative
Department: Municipal Parking Board

Job Code No.: HMP-04
Pay Grade: A10
FLSA Status: Nonexempt

NATURE OF WORK

This is responsible and varied financial work involving the performance of delegated details, including cash control and bookkeeping functions, for the Huntington Municipal Parking Board.

Work involves responsibility for providing support services to the HMPB Director. Work requires the exercise of considerable initiative, independent judgment and discretion in screening calls, visitors and mail; answering and disposing of requests for information; and, in general, public relations activities. New assignments and changes in policies and procedures are received in general outline, and the employee is expected to proceed with minimum supervision; however, advice and assistance are normally available. Work is performed under the supervision of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of office administrative tasks in relieving the Director of important details.

Establishes and maintains filing systems; plans and maintains an adequate supply of office materials and supplies; relays important instructions and messages.

Has access to appointment schedules; screens and refers callers; provides detailed responses to information requests about programs and activities.

Maintains files containing confidential, personal or personnel information.

Maintains various records on office activities pertaining to personnel, purchasing, travel expenses, contracts, billings, insurance and related matters.

Enters and updates the Clancy Citation software system, including citation payment information, outstanding payments, voids, etc.

Responsible for the inventory and ordering of all supplies necessary for citations issuance and presentation.

Responsible for all online citation payments sent via the City's website.

Responsible for sending out late notice letters for those with overdue citation debt.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or GED, including or supplemented by courses in accounting or bookkeeping; considerable experience in accounting/bookkeeping and general clerical work; competency and experience in maintaining a computer software database; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of financial accounting practices and procedures.

Thorough knowledge of business English, spelling, arithmetic and vocabulary.

Considerable knowledge of modern office practices, procedures, systems and equipment.

Knowledge of general City operations and organizations.

Skill in the operation of computers, credit card machine and other standard office equipment.

Skill in bookkeeping procedures.

Ability to make decisions in accordance with established policies and procedures.

Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records.

Ability to compose correspondence on routine matters and to perform routine office management details without referral to a supervisor.

Ability to process mass mailings via computer.

Ability to communicate effectively, both verbally and in writing.

Ability to handle confidential information and matters in a discreet and professional manner.

Ability to establish and maintain effective working relationships with administrative officials, employees and the general public.

TOOLS AND EQUIPMENT USED

Telephone, computer, calculator, copy machine, fax machine, credit card machine and two-way radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential 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 use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear, and smell.

The employee may occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet in the office.

SUMMARY

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 City of Huntington and the employee and is subject to change by the City as the need arises.