

# CITY OF LOUISIANA, MISSOURI

## Administrative Assistant

Salary 26k to 30k

Job Type Part-time / Full-time

### Full Job Description

Description can be acquired by emailing [cityclerk.louisiana.mo@gmail.com](mailto:cityclerk.louisiana.mo@gmail.com), or at the City of Louisiana, Office of the City Clerk 202 South 3<sup>rd</sup> Louisiana, MO 63353, or by visiting <https://louisiana-mo.com/> click on bulletins

**CITY OF LOUISIANA, MISSOURI**  
JOB POSTING OPEN UNTIL FILLED

*SALARY* 26k to 30k

Please visit our website.

Aids executive in staff capacity by coordinating office services, such as personnel, budget preparation and control, housekeeping, records control, and special management, and assisting the License Office Director

#### **Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Aids executive in staff capacity by coordinating office services, such as personnel, budget preparation and control, housekeeping, records control, and special management studies: Studies management methods in order to improve workflow, simplify reporting procedures, or implement cost reductions. Aids executive in analyzing unit operating practices, such as recordkeeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures. Aids executive in analyzing jobs to delimit position responsibilities for use in wage and salary adjustments, promotions, and evaluation of workflow. Studies methods of improving work measurements or performance standards. Aids executive in Coordinating collection and preparation of operating reports, such as time-and-attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data. Prepares reports including conclusions and recommendations for solution of administrative problems. Issues and interprets operating policies. Reviews and answers correspondence. May assist in preparation of budget needs and annual reports of organization. May conduct orientation of new employees, and plan training programs. May direct services, such as

maintenance, repair, supplies, mail, and files. May compile, store, and retrieve management data, using computer. May take minutes at city sponsored meetings. Be able to effectively relieve personnel of the License Office, Collector, Treasurer, and City Clerk. This position will be under the direct supervision of the City Administrator.

### **Minimum Training and Experience Required**

High School, and prior experience in business office setting, preferably local government Prior Experience with License Office is not necessary, but would be a plus

Knowledge and skills necessary to successfully perform the job functions include: thorough knowledge of the policies, procedures, and activities of the City and practices relating to the job. Has thorough knowledge of practices as necessary in the completion of daily responsibilities. Knows how to keep current of changes in policy, methods, systems operations, equipment needs, etc. related to departmental operations and activities. Is able to effectively communicate and interact with supervisors, elected officials and members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have effective organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the departments. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

### **BENEFITS:**

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- Paid Holidays
- Vacation
- Sick Leave
- Group Health & Life Insurance
  - Medical
  - Vision
  - Dental
  - Life and AD&D
- Retirement (Pension) Program

### **(ADA) Minimum Qualifications or Standards Required to Perform Essential Job Functions**

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines which includes a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable

functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative, financial and/or legal information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of City Treasurer. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of City Treasurer.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of City Treasurer.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

The City of Louisiana is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.