

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

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| Job Vacancy: | Administrative Assistant III | Department: | Metropolitan Human Relations |
| Requisition Number: | 2019167 | | |
| Hours: | Monday & Tuesday 7:30 a.m. – 6:00 p.m., Wednesday & Thursday 7:30 a.m. – 4:30 p.m., Friday 8:00 a.m.- 12:00 p.m. | Rate of Pay: | \$36,118.67 annually |
| Date Posted Up: | 7/24/2019 | Date Posted Down: | 8/2/2019 |
| Time Up: | 8:00 a.m. | Time Down: | 5:00 p.m. |

SUMMARY

Working under the direction of the Executive Director, incumbent acts as preliminary intake person, responsible for charge preparation, acts as clerical support for staff and performs receptionist duties as outlined in the job description. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Acts as receptionist, preliminary intake person and makes appropriate referrals as necessary;
- Greets visitors in a professional manner;
- Answers incoming telephone calls, properly directing inquiries;
- Maintains accurate telephone logs;
- Records accurate and complete telephone messages;
- Processes departmental mail, including but not limited to, incoming, outgoing, certified, other correspondence, and documents;
- Responsible for news clipping service and the maintenance of MHRC scrapbook;
- Types accurately at 45 words per minute, edit charges, and perform other typing as required;
- Maintains accurate intake logs;
- Orders supplies monthly;
- Enters correct data and coding into the Equal Employment Opportunity Commission (EEOC) Integrated Mission System (IMS);
- Scans all required legal filings into the IMS;
- Created and maintains electronic case filing logs for all EEOC and Commission cases and provides weekly log and disc reports to be filed;
- Logs and copies incoming checks, and distributes to appropriate investigator/staff person;
- Logs responses, appearances, position statements, and certified cards for new cases; distributes to appropriate staff members.

MARGINAL FUNCTIONS

- Performs filing as necessary.
- Performs other duties as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) two to four years administrative experience.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Verbal and written skills conducive to maintaining optimum working relationship with the general public, MHRC staff members, other departments, board members, government employees, and business representatives;
- Organizational skills contributive to maintaining the smooth flow of departmental work and manage multiple tasks simultaneously;
- Computer skills, and ability to operate office machines;
- Knowledge of standard secretarial and receptionist procedures and practices;
- Strong detail oriented skills contributive to intricate support activities;
- Proficiency in the use of word processing and spreadsheet office automation software packages particularly Microsoft products.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Fluent in English. Bilingual capability is helpful, but not required.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License if a City vehicle is used.

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 sit, reach with hands and

arms, and talk or hear. The employee frequently is required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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 moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.