

**\*\* Reposting\*\* CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Administrative Assistant</b>	Department:	City Clerk Office
Requisition Number:	2023173		
Hours:	8:00 a.m. – 5:00 pm., may vary	Rate of Pay:	\$20.53 - \$28.74 per hour
Date Posted Up:	9/26/23	Date Posted Down:	Until Filled
Time Up:	4:00 p.m.	Time Down:	

**SUMMARY**

Working under the general supervision of City Clerk and Deputy Clerk, incumbent performs a variety of duties as required. 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.

- Answers and directs phone call in reference to council information, etc.;
- Assists with collection at front counter;
- Picks up, sorts, and delivers in-coming departmental mail;
- Files Tort Claims against city;
- Greets people at the front counter and assists them with copies of city ordinances, directing to the proper office, and other miscellaneous information;
- Prepares daily bank deposits on a rotating basis;
- Picks up and sorts mail daily;
- Deals effectively with the public and other employees;
- Communicates effectively both orally and in writing;
- Prepares Common Council Committee and Regular Session Agendas in Deputy’s absence and Assistant Deputy’s Absence;
- Receives and reviews all Bills received from the Legal Department to ensure that each Bill is placed in the correct City Council Committee in Deputy Clerk’s absence and Assistant Deputy Clerk’s absence;
- Collates Bills to disperse to City Clerk, Deputy Clerk, City Council Administrator, and members of Common Council as needed;
- Acts as liaison for Deputy and Clerk as necessary; while greeting, assisting, and directing visitors to the Violations Bureau and other City and County Offices;
- Prepares Legal Notices to be published in Fort Wayne Newspapers;
- Prepares Agendas, and Minutes for posting to the website;
- Assists with scheduling Council Rooms, and City Clerk’s Calendar;
- Receives Vacation requests from the general public for the Planning Department;
- Performs follow-up activities resulting from Council meetings, including ensuring that ordinances and resolutions are properly signed by all council members, encoding into Application/Extender, and obtain the mayor’s signature for final approval;
- Works with staff, the general public, and elected officials as needed;

- Researches public records and provides information to the public and staff members concerning City Council actions, laws, ordinances, codes, procedures and projects;
- Compiles agenda items for City Council meetings; prepares and distributes agenda packets; summarizes and publishes agenda information to web page;
- Establishes and maintains an effective working relationship with other employees and the general public;
- Responsible for the duties of Deputy and Assistant Deputy when absent;
- Performs other administrative duties as assigned by the Clerk, Deputy and Assistant Deputy;
- Prepares paperwork for marriage ceremonies.

**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) supplemented by typing, computer, data entry, office machines, and math courses; or one to three months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**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**

Indiana driver’s license if 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; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

## **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](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> 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. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. 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.