

POSITION DESCRIPTION

Title: Administrative Assistant
Department: Administration
Date: September 2026
FLSA: Non-Exempt

GENERAL PURPOSE

Performs a variety of routine administrative and accounting tasks that providing administrative support to city staff and citizens alike.

SUPERVISION RECEIVED

Works under the supervision of the Finance Director.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Citizen first point of contact for all inquiries.
- Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Assists in scheduling meetings with department heads as needed.
- Daily process outgoing mail already prepared by staff.
- Daily check Dropbox for all after hour submissions.
- Reconciles deposits from other departments and inputs information into cash receipts program.
- Prepares daily bank deposits for all city funds and reconcile the City cash drawer daily.
- Issues dog licenses, public works tags, recreation tickets, and other items to citizens as needed.
- Aids the Department of Public Works with administrative tasks such as time entry, invoice entry, and other tasks assigned as necessary to operate accordingly.
- Manages Cemetery Operations in coordination with the Department of Public Works such as coordinating with proper parties, invoice entries, cash receipting, working with vendors on scheduling, and other duties as assigned as necessary to operate accordingly.
- Aids the Recreation Department with scheduling, financial processing of invoices/deposits, management of facilities calendar, and other duties as assigned as needed.
- Assists City Clerk with various election duties as needed.
- Perform related duties as required.

PERIPHERAL DUTIES

- Operates office machines as required.
- Operates a vehicle to run errands.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, reception, accounting, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS

Valid state driver's license

TOOLS AND EQUIPMENT USED

Phone system; mainframe computer terminal; accounting software; personal computer including word processing software; copy machine; postage machine; fax machine; calculator.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the 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 moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have read the job description for my employment position with the City of Columbus, and I certify that I can perform these functions.

Employee Name – *Please print*

Employee Signature

Date