

**VILLAGE OF HOFFMAN ESTATES  
JOB DESCRIPTION  
ADMINISTRATIVE ASSISTANT**

*EFFECTIVE DATE: May 1, 2006*

<b>DEPARTMENT:</b> Health & Human Services	<b>WORK LOCATION:</b> Village Hall		<b>FLSA STATUS:</b> Non-exempt
<b>CLASS CODE:</b> 2655	<b>RANGE:</b> 12	<b>PENSION:</b> IMRF	<b>UNION:</b> NU
<b>REPORTS TO:</b> Director of Health & Human Services	<b>LEVEL OF SUPERVISION RECEIVED:</b> Direct supervision		<b>LICENSE/CERTIFICATES:</b> Illinois Class D Driver's License

**SUMMARY:**

Acts as the office/business coordinator for the department. This includes areas such as managing and maintaining confidential records of clients and employees; maintaining current information regarding all budget activities of the department; and serving as the primary contact between the department and the Finance department with respect to procedures and budget management. This person will coordinate office functions and serve as an Administrative Assistant to the department Director and Assistant Director with respect to reports and communications.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

<b>JOB NO.</b>	<b>ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES</b>	<b>FREQUENCY</b>
1.	Creates methods and procedures for managing data regarding department activities and reports or utilizes such data as needed.	Weekly 10%
2.	Serves as the Records Manager for the department and, as such, will develop efficient ways for staff to record and maintain confidential records. This function	Weekly 30%

	will also include training new staff members in the department procedures for records.	
3.	Acts as the Team Captain of the Administrative Team, leads the team in overseeing administrative functions of the department.	Weekly 10%
4.	Maintains in an efficient system a wide variety of complex departmental records and reports, including confidential records of personnel.	Daily 100%
5.	Acts as the primary contact between the department and the Finance department regarding budget management including, but not limited to, purchase requisitions, recording departmental expenditures, forwarding invoices for payment and distributing petty cash.	Weekly 10%
6.	Receives revenue from programs and services of the Department, accurately records the source of the revenue and, when necessary, follows up on delinquent accounts.	Weekly 10%
7.	At the direction of the Department Director or the Assistant Director, transcribes oral dictation and performs rapid typing of correspondence, memos, minutes and reports.	Weekly 10%
8.	Distributes written memos and directives to appropriate staff. This may include preparing complex reports regarding departmental activities for internal and external use.	Monthly 10%
9.	Receives phone calls and greets visitors in the office; makes judgment as to the relative importance of claims on the time of the Department Director and Assistant Director.	Daily 50%
10.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

<b>JOB NO.</b>	<b>OTHER RELATED DUTIES</b>
1.	Receives all incoming correspondence and reports and distributes it to appropriate persons.
2.	Receives complaints from the public and responds courteously, answers questions regarding departmental procedures, and insures that complainants' concerns are directed to the appropriate person.
3.	Performs other duties, tasks and responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES: (Select one – required)**

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. *(List specific responsibilities below)*

**EDUCATION, EXPERIENCE AND COMPUTER SKILLS:**

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

**Education Level (Select one - required)**

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D.)

Degree or coursework should be in...

**Enter degree or coursework here**

**Experience Level (Select one - required)**

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

**Additional Experience (Select as appropriate)**

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

**Enter number of years required here**

**Enter number of years required here**

**Computer Skills (Select as appropriate)**

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software

Specialized applications:

**Microsoft Office Required  
Pentamtion exp. a plus**

**COMMUNICATION SKILLS:**

**English Language/Communication Skills (Select one)**

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

**Foreign Language Skills (Complete if applicable)**

Fluency in foreign language skills is:

Ability to speak and/or read, write and comprehend.

A Plus

Preferred

Required

Required Language:

**REQUIRED COMPETENCIES:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Ability to:

- Establish and maintain a complex filing system.
- Work independently and propose office procedures to insure efficient operation.
- Type at 65 words per minute, corrected.
- Follow verbal and written instructions.
- Establish successful working relationships with other employees, supervisors, and other departments.
- Read, write, speak and comprehend the English language.
- Compose and write reports.

**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 with or without reasonable accommodations.

*(mark all 17 activities)*

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u>  X  </u>	_____
Walks	_____	_____	<u>  X  </u>	_____
Sits	_____	_____	_____	<u>  X  </u>
Uses fingers in a repetitive motion	_____	_____	_____	<u>  X  </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>  X  </u>
Reaches with hands and arms above shoulder	_____	<u>  X  </u>	_____	_____
Climbs or balances	_____	<u>  X  </u>	_____	_____
Twists or turns	_____	_____	<u>  X  </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>  X  </u>	_____	_____
Pulls, pushes, or carries	_____	_____	<u>  X  </u>	_____
Talks or hears	_____	_____	_____	<u>  X  </u>
Tastes or smells	<u>  X  </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	<u>  X  </u>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u>  X  </u>
Lifts or move 10 to 20 pounds (light)	_____	<u>  X  </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u>  X  </u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>  X  </u>	_____	_____	_____

**VISION DEMANDS:**

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

**Other Vision Demands (select if applicable)**

Absence of color blindness

Corrected vision of...

Uncorrected vision of...

<i>Enter specific vision requirement here</i>
<i>Enter specific vision requirement here</i>

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

*(mark all 15 conditions)*

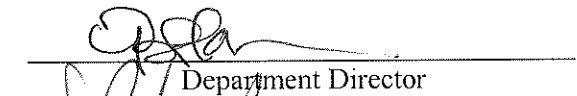
----- Amount of Time -----

<b><u>Environmental Conditions</u></b>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

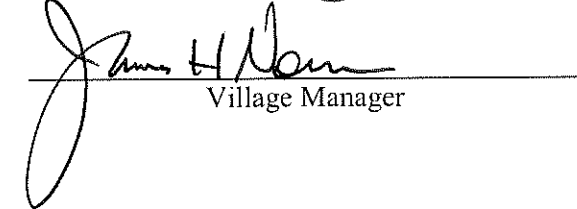
Recommended Approval:

  
Department Director

Reviewed Approval:

  
Human Resources Management Director

Approved:

  
Village Manager

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_