



<b>DATE</b>	December 2014
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Administrative Services Coordinator  
 DEPARTMENT/DIVISION: Various  
 REPORTS TO: Varies

**SUMMARY:** Responsible for performing intermediate-level duties in support of an assigned department to include the completion of complex clerical and administrative functions, responding to requests for information from the public and staff, creating a variety of reports and documents, and general support for assigned supervisor. Work is performed with moderate supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Performs various intermediate clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; maintaining calendars; keyboarding information into databases; making photocopies; receiving, sorting, and distributing mail; performing data entry; faxing documents; typing; and word processing.
- Assists in creating a variety business documents, such as memorandums, applications, brochures, letters, agreements, flyers, and/or other related items.
- Prepares, processes, receives, sorts, and distributes a variety of routine reports, lists, correspondence, exams, packets, payments, receipts, purchase orders, invoices, check requests, and/or deliveries.
- Participates in monitoring and maintaining applicable office equipment. Coordinates the servicing of applicable equipment.
- Compiles and organizes routine financial information in assigned area of responsibility.
- Responds to requests for information from the general public; answers routine questions that can be confidential or sensitive in nature; directs visitors to appropriate locations; provides information on various departmental and city policies.
- Prepares and maintains office files, to include filing and updating confidential department personnel files in assigned area of responsibility.
- Monitors office supplies at assigned location; processes and maintain records to include invoices, expenses, and supply orders.
- Compiles and analyzes a variety of data for reports for assigned area of responsibility.
- Maintains the appearance of public areas, ensuring areas are organized and free from debris or hazardous items.
- Performs other duties as assigned.

**POSITION SPECIFIC JOB FUNCTIONS:**

**Animal Services**

- Performs a variety of clerical activities in support of Animal Services, which may include: coordinating veterinary support services; balancing daily cash receipts;

completing weekly deposits; processing vendor payments; provide assistance to walk in customers; dispatching Animal Control Officers; support animal rescue activity; entering service requests into databases; tracking rabies specimen tests and reporting to results to victim; performing other related activities.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of administrative support principles and practices in assigned area of responsibility;
- Knowledge of modern office procedures, methods, and equipment;
- Knowledge of filing procedures and practices;
- Knowledge of report preparation techniques;
- Skilled in providing customer service to various customers
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing and processing a variety of documents and forms;
- Skilled in performing basic mathematical calculations;
- Skilled in maintaining records;
- Skilled in maintaining sensitive and confidential information;
- Skilled in handling multiple tasks simultaneously;
- Skilled in prioritizing and organizing tasks;
- Skilled in keyboarding;
- Skilled in operating a variety of modern office equipment;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- 1 year of progressively responsible administrative or general office experience.
- 1 year of customer service or direct public contact experience.

**PREFERENCES (if applicable):**

- Bilingual in English and Spanish.

**WORKING CONDITIONS:**

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.