



## **ADMINISTRATIVE INTERN**

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Department: Administration

FLSA Status: Non-Exempt

Pay Grade: \$20.00/hour

Reports To: City Secretary

Approved Date: 02-06-2024

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### **GENERAL STATEMENT OF THE POSITION**

Provides a variety of complex, responsible, secretarial, and administrative support to the City Secretary and Administration Department. Helps maintain the daily operations of the Municipal Court. Assists with answering incoming calls and receiving visitors to City Hall.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

Maintains a positive attitude in dealing with co-workers and the public and performs responsibilities with a focus on high quality customer service.

Provides administrative support by producing, filing, and proofreading various documents.

Assists with the receiving and distribution of incoming mail and assists with outgoing mail.

Assists with answering incoming calls and greeting visitors to City Hall.

Assists with maintaining filing systems and records, including scanning of documents, assisting with records retention, and assisting the City Secretary with Public Information Requests.

Assists Court Clerk with Municipal Court operations, including assisting defendants with case processing, preparing, and maintaining paperwork for case files, and preparing mailouts for defendants.

## **MINIMUM EDUCATION AND TRAINING**

High School graduation or its equivalent, and familiarity with the Microsoft Office Suite, including Word and Excel.

## **MINIMUM QUALIFICATIONS AND STANDARDS**

### **Physical Requirements:**

Must be physically able to operate a variety of office machines, tools, and equipment. Tasks require the ability to exert slight amounts of physical effort in light work, typically involving some combination of standing, sitting, stooping, kneeling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

### **Interpersonal Communication:**

Requires the ability to function and communicate with co-workers, representatives from other agencies or the public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules, or procedures.

### **Language Ability:**

Bilingual Spanish required. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Contact Management systems; Microsoft Office software; Adobe Acrobat experience preferred.

The City of Sunset Valley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Selection is based on the candidates whose background qualifications, and any preferences requested from the hiring manager, most closely match the requirements for the job.