JOB TITLE: **ADMINISTRATIVE ASSISTANT**   *DEPARTMENT:* **PUBLIC WORKS**

JOB CLASS NUMBER: **3139**   *DIVISION:* **WPCC**

REVISION DATE: **7/11/2023**

Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

The WPCC Administrative Assistant is an assistant to the WPCC Superintendent, possessing the ability to assume responsibility, without direct supervision, displaying initiative, exercising judgement, and making decisions within the scope of her/his ability.

EXAMPLES OF DUTIES:

- *Relieves the Superintendent of a variety of administrative duties, with organization and management of designated areas, major changes in organization, operating procedure methods, or other conditions requiring close administrative control.*
- *Maintains strict confidentiality.*
- *Performs day-to-day administrative and secretarial duties.*
- *Performs general tasks such as typing, data entry, graphics, desktop publishing and other operations.*
- *Assists with document preparation.*
- *Maintains general departmental data and reports.*
- *Attends all business meetings associated with the department, maintains legal records, documents, and minutes of meetings.*

TRAINING AND EXPERIENCE:

- *High school diploma and two (2) years of post-secondary education in business, business practices, accounting, secretarial or administrative, or five (5) years' experience in a progressively responsible secretarial or accounting field.*
- *Must have a minimum of three (3) years of administrative or secretarial experience or equivalent job experience, to be determined by Superintendent.*
- *Must have an elevated level of proficiency in keyboarding.*
- *Must have experience with basic skills of Microsoft Office including Word, Excel, and PowerPoint.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Professional telephone demeanor required.*
- *Skills and knowledge of operation of all office equipment.*

LICENSES AND CERTIFICATES:

Possess and maintain a valid Louisiana State Driver's license and an acceptable driving record.

INTERNAL POSTING PERIOD: 7/27 – 8/10/2023

Position posting goes public after 10th day.