

City of Dallas
Classification Specification

Title:	Senior Office Assistant	Class Code:	32403
Application:	Career Series	Pay Grade:	F
Supplemental/Code:	Clerical/4	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Provides senior level administrative support such as researching process and procedural issues, gathering data and writing reports, coordinating, making arrangements and assisting with other administrative projects to ensure effective division operations.

Essential Functions:

1. Provides administrative support typically under relatively general supervision within clearly defined guidelines and on assigned projects to assist management.
2. Assist with projects as defined by supervisors, including analyzing findings and making recommendations to provide effective administrative support.
3. Provides interpretation of processes, procedures and policies of relatively straight forward nature with limited discretion or impact typically within a specific program or interpreting procedures of departmental personnel.
4. Conducts research on assigned subjects, secures materials for use in preparation of reports, composes correspondence and speeches, writes reports, and obtains various documents upon request to assist management.
5. Communicates with a variety of people such as other departments, vendors, citizens, and attends various meetings such as committees, task force meetings, and neighborhood groups to obtain information and present policies and procedures.
6. Participates in the budget process and reviews expenditures to ensure expenses remain within budgeted limits.
7. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Knowledge of the City's payroll, accounting, or purchasing procedures

Basic knowledge of public administration.

Ability to communicate effectively both orally and in writing.

Ability to analyze information and develop sound conclusions.

Ability to operate word processing and spreadsheet computer programs.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.