DATE: MAY 12, 2021

TO: ALL DEPARTMENTS

FROM: CHARLES BUTCHER

SUBJECT: JOB OPENING – ADMINISTRATIVE CLERK

There is an open position in the Public Works/Airport Division for an Administrative Clerk. If a current city employee does not fill this position within ten (10) working days, it will be open to the public on __/__/2021.

DISTINGUISHING CHARACTERISTICS OF JOB

Under direction of the Airport Director, is responsible for performing advanced technical, clerical tasks to relieve an organization head of routine administrative details relating to regular or special programs of the organization; performs related work as required.

ESSENTIAL DUTIES:

Assist in planning, organizing and performing a variety of administrative activities; prepares answers to general correspondence; types from dictation or rough drafts for complex correspondence, reports, statistical data and memorandums; prepares special and routine reports, maintains personnel, financial or other records; assists in compiling statistical data and in preparing various charts, graphs, and written summaries of activities; in the absence of the Administrative Secretary, makes a variety of administrative duties, collects and disburses funds and performs other bookkeeping or payroll tasks, assists in preparation of organizational budget; assist department directors and supervisors, operates a variety of office machinery. This position is responsible for compiling weekly, monthly, and yearly airline, car rental, parking lot and financial report. This position will perform the duties of Parking Control Officer as needed.

Training and Experience

At least four years of progressively responsible stenographic and clerical experience, including two years of experience as a secretary or equivalent skills.
Knowledge, Abilities, and Skills

Sufficient skill in typing to complete sixty networks per minute; some skill in shorthand or speedwriting. Considerable knowledge of office management principles and practices; good knowledge of records management and control; some knowledge of the programs of the department in which the position is located. Ability to deal courteously and effectively with others.

LICENSES AND CERTIFICATES

Possess and maintain a valid Louisiana State driver’s license; acceptable driving record; possession of a Louisiana handgun permit may be required but is not necessarily a requirement of this position. Certification may be required in the future with reasonable time given to do so.

Americans with Disability Specifications: The physical demands described here are an indication of what must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties/functions.