## General Statement of Duties
Perform a variety of full performance level office support work.

## Distinguishing Characteristics
This is the third class of a seven level series. This class performs a variety of full performance office support duties.
This class is distinguished from an Administrative Support Assistant II which performs a variety of standard/intermediate level office support duties. This class is distinguished from an Administrative Support Assistant IV which performs specialized and/or technical office support duties that require detailed knowledge of the specialized/technical area.

## Essential Duties
Examine and evaluate a variety of information to determine correctness, completeness, and adherence with requirements and verify and correct information.

Utilize a computer to input information/data and to create, edit, compile, manipulate, and retrieve files and/or databases and create reports.

Operate word processing equipment to create, format, print, and revise letters, memos, reports, forms, labels, and other printed materials.

Prepare vouchers and invoices for accounts payable and/or receivables.

Process invoices and requisitions.

Monitor and track the budget and prepare budget documents.

Compute payroll by reviewing time cards to compute base, differentials, and/or overtime pay and maintain personnel files and leave accounting information.

Provide the public with general and/or explanatory information, explain and clarify rules, processes, and procedures, answer questions, and resolve a variety of problems within a defined scope.

Compile information and generate reports and/or organize information into tables, charts, or graphs.

Provide input for improvements in filing systems to accommodate needs.

Prepare and process a variety of documents according to guidelines.

Order supplies and materials, prepare purchase requisitions, and maintain inventory records.

Operate a variety of office equipment.

By position, maintain staff calendars, arrange meetings, prepare minutes, and make travel and lodging arrangements.

Perform other related duties as assigned.
Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Arithmetic** - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

**Conscientiousness** - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

**Customer Service** - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### Knowledge & Skills

Knowledge of standard office practices and procedures sufficient to be able to process various types of paper work associated with office support duties.

Skill in typing.

Skill in utilizing computer software to accomplish a variety of tasks.

### Level of Supervision Exercised

By assignment, performs some elements of lead work.

### Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### Experience Requirement

Two (2) years of clerical experience.

### Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirement.

### Licensure & Certification

By position, requires a valid Driver’s License at the time of application.
Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

For DPL Positions Specifically:

Potential exposure to infections and contagious diseases.
Subject to varying and unpredictable situations.
Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Handles absentee replacement on short notice.
Handles emergency or crisis situations.
Personal Safety: aware of surroundings, people, and events.

**Level of Physical Demand**

For DPL Positions Specifically:
2-Light (10-20 lbs.) to 4-Heavy (50-100 lbs.)

**Physical Demands**

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.
Carrying: Transporting or moving an object.
Crouching: Positioning body downward and forward.
Eye/hand/foot coordination: Performing work through using two or more body parts or other devices.
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Kneeling: Assuming a lowered position.
Lifting: By Position, may move objects 10-20 pounds, 20-50 pounds, or 50-100 pounds from one level to another.
Neck Flexion: Perceiving objects located above or below.
Pulling: Exerting force upon an object so that it is moving to the person.
Pushing: Exerting force upon on object so that it moves away from the person.
Reaching: Extending the hands, arms, or other device in any direction.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Standing: Remaining in a stationary position.
Stooping: Positioning oneself low to the ground.
Talking: Communicating ideas or exchanging information.
Walking: Ability to move or traverse from one location to another.
Written Comprehension: Ability to discern the meaning of written words.

**Background Check Requirement**

Criminal Check
Employment Verification
By position, Motor Vehicle Record

City and County of Denver
Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: NE-08
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date: 1/1/2023
Revised By: AD
Class History: 2/14/21 - Revised equivalency language.
1/1/2023 – Pay grade revised due to minimum wage increase.