

**VILLAGE OF HOFFMAN ESTATES  
JOB DESCRIPTION  
ADMINISTRATIVE ASSISTANT**

*EFFECTIVE DATE: 1/1/2006*

<b>DEPARTMENT:</b> Development Services	<b>WORK LOCATION:</b> Village Hall		<b>FLSA STATUS:</b> Non-exempt
<b>CLASS CODE:</b> 2657	<b>RANGE:</b> 12	<b>PENSION:</b> IMRF	<b>UNION:</b> NU
<b>REPORTS TO:</b> Assistant Village Manager for Development Services	<b>LEVEL OF SUPERVISION RECEIVED:</b> Direct Supervision		<b>LICENSE/CERTIFICATES:</b> None

**SUMMARY:**

Performs a variety of duties ranging from routine to varied and complex secretarial and administrative duties to provide administrative support to the Development Services Department and the Assistant Village Manager – Development Services.

Responds to and interacts with residents, land owners, developers, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Accurately and efficiently transcribes from handwritten drafts, shorthand, and/or dictation tapes; types and edits a variety of correspondence, minutes, reports, agendas, letters, press releases, charts, numerical information; and other material requiring judgment as to content, accuracy, and completeness. Independently composes a variety of letters and memos for mailing and distribution.	Daily 40%
2.	Answers inquiries from the general public and other agencies received in person, by telephone, or in writing, and refers inquiries to appropriate staff member of Department or the other Village Departments.	Daily 15%

3.	Prepares monthly agenda and packet for the Planning, Building and Zoning Committee, including typing, compiling, copying, assembling, and distributing.	Monthly 10%
4.	Prepares agendas and support material for assigned Committees.	Monthly 5%
5.	Collects, summarizes, and processes information for reports.	Weekly 10%
6.	Collects, compiles, formats, and edits Department material for Annual Report.	Annually
7.	Keeps attendance records, absentee reports, and overtime records.	Daily Less than 5%
8.	Enters data for annual budget.	Annually
9.	Maintains filing system to ensure quick retrieval.	Daily 10%
10.	Schedules appointments and meetings for the Assistant Village Manager – Development Services and the Planning Division Director.	Daily 5%
11.	Provides zoning district designation information to others using street address file data.	Daily Less than 5%
12.	Provides backup to the Plan Commission Administrative Staff Assistant, Zoning Board of Appeals Administrative Staff Assistant, and Part-time Administrative Staff Assistant.	Monthly 5%
13.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

<b>JOB NO.</b>	<b>OTHER RELATED DUTIES</b>
1.	Receives, date stamps, and distributes incoming mail and processes outgoing mail, including general mass mailings.
2.	Maintains Departmental office supply inventory, orders, stocks, and reconciles office supply budget line item to Departmental budget.
3.	Follows Village-wide Departmental safety rules and practices.
4.	Initiates recommendations to improve office procedures and processes.
5.	Serves on internal Committees, as required.
6.	Maintains Department Fixed Asset Inventory
7.	Copies, faxes, and distributes Department material.
8.	Performs other duties, tasks, and responsibilities, as assigned.

**SUPERVISORY RESPONSIBILITIES: (Select one – required)**

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

**EDUCATION, EXPERIENCE AND COMPUTER SKILLS:**

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

**Education Level (Select one - required)**

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D.)

Degree or coursework should be in...

**Enter degree or coursework here**

**Experience Level (Select one - required)**

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

**Additional Experience (Select as appropriate)**

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

**Enter number of years required here**

**Enter number of years required here**

**Computer Skills (Select as appropriate)**

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

**Enter specific application(s) here**

**COMMUNICATION SKILLS:**

**English Language/Communication Skills (Select one)**

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

**Foreign Language Skills (Complete if applicable)**

- Foreign language skills Ability to speak and/or read, write and comprehend...

**REQUIRED COMPETENCIES:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

**Proficiency In:**

- ◆ Operating the listed tools and equipment.

**Working Knowledge Of:**

- ◆ Office practices and procedures.
- ◆ Business English, spelling, grammar, sentence structure, and arithmetic.
- ◆ Secretarial procedures, practices, and principles of office management.
- ◆ Word processing, spreadsheet, and data base software applications, including Microsoft Office.

**Ability To:**

- ◆ Initiate, compose, prepare, and type correspondence and complex reports.
- ◆ Accurately type at sixty-five (65) words per minute.
- ◆ Perform arithmetic computations quickly and accurately.
- ◆ Perform multiple tasks simultaneously.
- ◆ Transcribe dictation tapes.
- ◆ Work independently.
- ◆ Prioritize work and information to meet deadlines.
- ◆ Learn repetitive tasks in a reasonable length of time.
- ◆ Devise improved office procedures, as needed.
- ◆ Maintain filing systems.
- ◆ Understand and follow oral and written instructions.
- ◆ Communicate effectively via telephone, radio, email, verbally, and in writing, in a calm, controlled demeanor.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

*(mark all 17 activities)*

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u>X</u>	_____	_____
Walks	_____	<u>X</u>	_____	_____
Sits	_____	_____	_____	<u>X</u>
Uses fingers in a repetitive motion	_____	_____	_____	<u>X</u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>X</u>
Reaches with hands and arms above shoulder	_____	<u>X</u>	_____	_____
Climbs or balances	<u>X</u>	_____	_____	_____
Twists or turns	_____	<u>X</u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>X</u>	_____	_____
Pulls, pushes, or carries	_____	<u>X</u>	_____	_____
Talks or hears	_____	_____	_____	<u>X</u>
Tastes or smells	<u>X</u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	<u>X</u>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u>X</u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u>X</u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u>X</u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

**VISION DEMANDS:**

The vision demands described here, including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, and hand-eye coordination are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

**Other Vision Demands (select if applicable)**

- \_\_\_\_\_ Absence of color blindness
- X Corrected vision of...
- \_\_\_\_\_ Uncorrected vision of...

<b>20/20</b>
<b>Enter specific vision requirement here</b>

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

<b>(mark all 15 conditions)</b> <u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	_____	<u>  <b>X</b>  </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<u>  <b>X</b>  </u>	_____	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u>  <b>X</b>  </u>	_____	_____	_____
Works near moving mechanical parts	<u>  <b>X</b>  </u>	_____	_____	_____
Works in high precarious places, underground, or confined spaces	<u>  <b>X</b>  </u>	_____	_____	_____
Flying debris or airborne particles	<u>  <b>X</b>  </u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u>  <b>X</b>  </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u>  <b>X</b>  </u>	_____	_____	_____
Risk of electrical shock	<u>  <b>X</b>  </u>	_____	_____	_____
Works with explosives or risk of radiation	<u>  <b>X</b>  </u>	_____	_____	_____
Vibration	<u>  <b>X</b>  </u>	_____	_____	_____
Extreme illumination	<u>  <b>X</b>  </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u>  <b>X</b>  </u>
Moderate noise level (Raised voice levels)	<u>  <b>X</b>  </u>	_____	_____	_____
High noise level (Shouting/ear protection may be needed)	<u>  <b>X</b>  </u>	_____	_____	_____


The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

  
\_\_\_\_\_  
Department Director

Reviewed Approval:

  
\_\_\_\_\_  
Human Resources Management Director

Approved:

  
\_\_\_\_\_  
Village Manager

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_