City of Las Vegas
Career Opportunity

Applications are being accepted for a full time **Administrative Assistant II** for the City Attorney's Department.

Entry Level: Per Pay Plan – $13.23

Nature of Job: This position oversees and manages all office procedures and other tasks as related to the nature and purpose of the department. Oversees all aspects of general office coordination. Maintains office calendar to coordinate work-flow and meetings. Maintains confidentiality in all aspects of department information. Interacts with the general public, employees and management. Answers telephones, takes messages and transferring calls to appropriate staff. Opens, sorts, and distributes incoming correspondence, including faxes and email. Prepares responses to correspondence containing routine inquiries. Performs general clerical duties to include, but not limited to, recordkeeping, copying, faxing, mailing and filing. Files and retrieves organizational documents, records and reports. Coordinates and maintains records for staff, department/division, telephones, computers, gas cards, etc.
Creates and modifies documents such as reports, memorandums, letters and financial statements. Assists employees with time sheets, leave requests, overtime forms. Prepares and maintains records of employee travel and training reports. Monitors expenditures, line item transfers and budget adjustments. Makes decisions and follows through on administrative matters affecting the operation of the Department/Division. (A detailed job description is available at the Human Resource Office.)

Qualifications: High school diploma or equivalent. Legal experience preferred. Valid NM Driver's License and must be insurable by the City's insurance carrier. Must possess ability to use Microsoft Office Suite, and general office equipment. Must have excellent communication skills both written and verbal. Must be able to deal effectively with other organizations and the public providing excellent customer service.

Posted: General Public: June 14, 2016 thru June 21, 2015

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:

Richard R. Trujillo, City Manager

Human Resource Manager