

# South Jordan City

## Job Description

**Title:** Administrative Services Assistant  
**Org:** 100200  
**Pay Grade:** GH13

**Effective Date:** 02/20/2025  
**FLSA:** Non-Exempt  
**Workers Comp:** Clerical

### GENERAL PURPOSE

Perform a variety of advanced general, technical, purchasing, and administrative duties to coordinate and support the Administrative Services department administrative functions

### SUPERVISOR

Director of Administrative Services

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Provide administrative and clerical support services to the Administrative Services department.

Respond to requests and provide factual information related to city services, programs, and general policies, practices and procedures.

Organize information for monthly and annual reports and various management tools. Maintain records and files to provide efficient and accurate services.

Collect, compile, and analyze information from various sources on a variety of specialized topics; write reports that present and interpret data, identify alternatives and make and justify recommendations.

Oversee general records management, purchasing; accounts payable; office equipment supply and maintenance; travel arrangements; and training tracking for the department.

Maintain an accurate database to inventory and issue keys to city employees as needed.

Coordinate all uniform purchases in accordance with the uniform policy of the department.

Assist with records management for the department to ensure state requirements are met.

Assist in the coordinating of department events and lunches.

Some, 40% or less of the essential job duties may be performed regularly from a remote location upon authorization.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Four (4) years of experience in above related duties;

Special Qualifications:

Local government experience preferred.  
Net 45 wpm required  
Valid Utah Class D Driver License

2. Knowledge, Skills, and Abilities:

Knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; telephone etiquette, various office machines (i.e. copy machine, fax, etc.);

Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Basic skills in using Microsoft Office products (Word, Excel, PowerPoint, Outlook). Critical thinking, social perceptiveness, attention to detail, and basic public relations skills.

Ability to process information, interact with computer programs, make decisions and solve problems. Develop specific goals and plans to prioritize, organize, and accomplish work tasks.

Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations and basic accounting functions; maintain strict confidentiality related to sensitive administrative information; operate standard office equipment.

Ability to develop working relationship with co-workers and supervisor(s) and be able to work independently.

Ability to support and encourage risk management awareness in the City among staff.

Ability to work as a team, helping other employees and the public; must be able to recognize unacceptable conditions and correct them with minimum direction.

3. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>ADMIN SERVICES ASSISTANT</b>	<b>EEO-4 Class:</b>	<b>Adm Support</b>
<b>Location:</b>	<b>Admin Services-Admin</b>	<b>EEOP Class:</b>	<b>Adm Support</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>2355</b>

