

## CITY OF IOWA CITY - Job Description

Job Class #24-01A

FLSA Non-Exempt  
Non Civil Service

### Identification

**Position Title:** Administrative Secretary – City Attorney  
**Department:** City Attorney  
**Division:** City Attorney  
**Supervisor:** City Attorney

### Job Summary

Performs general and specialized clerical and office management functions for City Attorney's office.

### Job Scope

Position does not include budget responsibility.

### Essential Job Duties and Responsibilities

**Answers** telephone; **takes** messages and **refers** callers to appropriate person.

**Maintains** records and inventories and **monitors** use of supplies and equipment; **orders** supplies and materials as necessary.

**Maintains** time sheets and personnel files; **prepares** payroll change forms.

**Processes** travel requests and expense reports.

**Inputs** and **monitors** department budget, **processes** accounts payable and accounts receivable; **assists** with grant applications.

**Establishes** and **maintains** office filing system and computerized records; **ensures** files are maintained in good working order and easily retrievable.

**Maintains** general policies and procedures, rules, regulations, handbooks and planning documents for departmental access; may include **updating** information on department website.

**Receives** and **investigates** and/or **refers** questions and complaints from the public and City staff; **researches** information and **responds** to requests for records and other pertinent information; **follows up** with correspondence and phone calls as needed.

**Assists** in coordinating and implementing new procedures designed to improve office operations.

**Manages** procurement card for certain department purchases; **prepares** check requests and purchase requisitions.

**Operates** and **provides** for maintenance of a variety of office machines and equipment.

**Monitors** continuing legal education requirements for attorneys and **files** state reports.

**Composes** and **prepares** agenda items for boards and commissions, various documents for attorneys; **tracks** ordinances for publications; **assists** with legal briefs, pleadings, exhibits correspondence.

**Assists** in property acquisition as needed, including costs and **preparing** check requests; **receives** and **identifies** damage claims against the City.

**Prepares** reports; **compiles** statistics.

**Monitors, compiles** data and **creates** reports for civil penalty enforcement (alcohol and tobacco) and property acquisitions.

**Conducts** self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

**Performs** other related duties as assigned.

### **Physical and Environmental Conditions**

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk or stand. Specific vision abilities required by this job include close vision.

The noise level in the work environment is usually moderate.

### **Minimum Education, Experience and Certification**

Additional training beyond high school in the areas of office management, writing, legal issues, and/or public relations required. One year experience in the clerical field with experience in computer operations required. Must pass criminal background check.

### **Preferred Education, Experience and Certification**

Associate's degree or equivalent from an educational institution accredited by a DOE recognized accreditation body or three years of experience preferred.

### **Knowledge, Skills, and Abilities**

Knowledge of and ability to use computer software and hardware systems and general records maintenance. Good knowledge of general office policies and procedures. Skills in computer operations and the operation of related software and office management. Ability to read and interpret laws, ordinances and reports. Ability to complete a variety of written reports. Ability to take and transcribe minutes. Ability to maintain inter- and intra-department confidentiality.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*