

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: ADMINISTRATIVE TECHNICIAN II
DEPARTMENT: CITY SOLICITOR'S OFFICE
REPORTS TO: CITY PROSECUTOR

JOB CODE: 5111
DATE: 2/08

JOB SUMMARY:

Performs administrative and clerical work of moderate difficulty involving typing, filing, and assisting the public with inquiries, complaints, and problem resolution. An individual in this classification may be required to compile information from a variety of sources and prepare reports, track documents, and research answers to questions related to the area of assignment.

ESSENTIAL JOB FUNCTIONS:

Answers the telephone and interacts with the public; provides information and answers questions; transfers calls to appropriate personnel.

Performs receptionist duties; date stamps incoming documents and packages.

Operates specialized computer database programs.

Processes and distributes incoming mail.

Locates files for attorneys; organizes files; enters and retrieves information in order to issue subpoenas, call witnesses, request evidence, request paperwork, cancel witnesses, and prepares files for trial.

Types letters for other courts and agencies.

Returns files or redistributes to new trial date as appropriate.

Generates subpoenas and processes for mailing.

Copies and sends discovery materials to defense attorneys; reviews files for completeness.

Maintains confidential juvenile files.

Assists Legal Secretaries as needed.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer
Copier
Appraisal System

General Office Equipment
Fax Machine

Telephone
Printer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED and two years of clerical experience which involved interacting with the public to disseminate information, or

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Depending on area of assignment may be required to pass psychological examinations.

Licenses and Certifications: (depending upon area of assignment)

Notary License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administrative policies and procedures and technical terminology relative to area of assignment.

Good business English, including grammar, spelling, punctuation, and composition.

Record keeping, report preparation, filing methods, and records management techniques.

Standard business arithmetic.

General office procedures, policies, and practices, as well as basic knowledge of general office equipment.

Telephone techniques.

Filing systems.

Skill in:

Communicating effectively, both orally and in writing, with the general public.

Using computers to enter and retrieve information.

Operating general office equipment.

Assisting customers and co-workers.

Distributing mail.

Basic data entry and retrieval of information from the computer.

Operation of a copier, fax machine, and typewriter.

Mental and Physical Abilities to:

Understand and carry out moderately complex written and oral instructions.

Perform job functions under stressful deadline.

Make informed and accurate decisions in the absence of staff.

Establish and maintain effective working relationships with other employees and the general public.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, or crouching.

Occasionally lift light objects.

Working Conditions:

Work is performed in an office or stockroom.