



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 301.1

Job Title: **ADMINISTRATIVE AIDE**

Pay Grade: 10

### **GENERAL SUMMARY:**

Performs complex clerical and administrative support duties including organizing and maintaining record keeping systems and researching and preparing simple reports. Work requires judgment in the selection and interpretation of data and a thorough knowledge of department and city policy and procedures dealing with area of responsibility.

### **RESPONSIBILITIES:**

- Compiles and processes data to maintain routine reports; tabulates and prepares periodic reports.
- Establishes and maintains assigned records.
- Types, proofreads and edits correspondence, reports, requisitions, etc.
- Resolves questions; refers questions with policy and procedure implications to supervisor.
- Organizes and maintains various files.
- Answers telephones, sorts mail and operates various office equipment.
- Maintains records, interprets data and prepares complex reports that may be semi-technical in nature.
- Performs other duties as requested.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

#### **EXPERIENCE:**

Two years of clerical or administrative experience are required.

#### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

#### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

## **SPECIFICATIONS: (Continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity, which requires common courtesy; e.g., directing calls and answering simple questions.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Office Assistant  
Administrative Aide  
Senior Office Assistant  
Executive Office Assistant  
Office Supervisor  
Office Service Manager

*Effective: October 1990*

*Revised: March 2017*