

THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web:www.knoxvilletn.gov

2005

Administrative Assistant

1/9/2018

(This is a temporary position)

24 hours/week – working Monday, Wednesday, and Friday 8 hours/day

Drug testing may be required

ENTRY-LEVEL SALARY: \$17.38 hourly

PAY GRADE RANGE: \$ 17.38 hourly - \$ 25.67 hourly (Pay Grade 6)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, January 22, 2018.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: This position supports the Police Advisory and Review Committee in the Community Relations Department. **Please See Attached Position Description**

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Bachelor's Degree from a CHEA accredited college or university.
OR
- Associates Degree from a CHEA accredited college or university and two years of progressively responsible administrative experience.
OR
- High School graduation and five years of progressively responsible administrative experience.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION
City of Knoxville

Class Title: Administrative Assistant	Working Title: same	PCN:
	Incumbent: vacant	Created: 2005

GENERAL DESCRIPTION

Under general direction, serves as a staff assistant in support the Police Advisory and Review Committee in the Community Relations Department. May be solely responsible for projects of routine to moderate difficulty, or may serve as a member of a team when assigned to complex projects.

ESSENTIAL FUNCTIONS

Resolves problems administratively by monitoring activity, noting trends, and formulating projections and recommendations based on research and familiarity with the technical and/or legal aspects of the program(s) or project(s) to which assigned.

Participates in the development and compilation of budget packages; monitors and utilizes delegated authority for basic prioritizing.

Performs duties in specialized areas (i.e., procurement, space management, property control, etc.) as necessary for the efficient and effective operation of the unit to which assigned.

Attends meetings on behalf of and otherwise represents the Director in a highly responsible manner, interpreting general policy questions which may arise, etc.

Prepares written and/or oral reports for presentation to supervisor and/or other interested parties.

Acts as a liaison between the area to which assigned and other offices.

May have supervisory control over other employees (typically clerical employees).

Performs related work as required.

MARGINAL FUNCTIONS

None indicated

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of procedures and practices involved in City government.

Knowledge of general management theory and practices.

Knowledge of basic research techniques.

Knowledge of modern office practices, procedures, and equipment.

Skill in formulating ideas and presenting them in an effective manner.

Skill in performing arithmetic computations.

Ability to interpret, develop, and apply a broad understanding of rules, regulations, policies, and procedures.

Ability to evaluate situations and make decisions.

Ability to plan, organize, assign, supervise, and inspect the work of others.

Ability to express ideas clearly, concisely, and convincingly--both orally and in writing.

Ability to produce relevant work under a deadline and to work under pressure.

Ability to establish and maintain effective working relationships with the general public and other employees.

PHYSICAL REQUIREMENTS

This position consists of primarily light work, requiring the incumbent to exert up to 20 pounds of force occasionally, and/or 10 pounds (or less) of force frequently, in order to lift/carry, push/pull, or otherwise move objects. The job usually requires walking or standing to a significant degree. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

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OR

Associates Degree from a CHEA accredited college or university and two years of progressively responsible administrative experience.

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High School graduation and five years of progressively responsible administrative experience.