



**PRN Administrative Assistant
City of Rock Valley**

JOB TITLE: PRN Administrative Assistant

GENERAL HOURS OF WORK: As needed hourly position; Days

SUPERVISOR: Tina Vande Kamp, City Clerk

GENERAL JOB SUMMARY:

The PRN Administrative Assistant is responsible for assisting with office duties as needed when full-time administrative employees are unable to be at work or during a busier season of the year.

SUPERVISORY RESPONSIBILITIES:

- None.

DUTIES/RESPONSIBILITIES:

- Greet citizens as they come to the city office, providing support to them as needed.
- Answer phone calls and forward them to the correct staff member.
- Take messages from patrons as needed and deliver to the correct department.
- Distribute and explain administrative forms to citizens and provide those forms to the correct department.
- Provide clerical support to the administrative staff and their Department Heads as needed.
- Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED is required.
- Experience is preferred, but not required.
- Must be at least 18 years of age.
- Must have a valid Iowa driver's license.

REQUIRED SKILLS/ABILITIES:

- Must be willing to be available as needed with no guaranteed hours depending on the time of year.
- Experience with data entry, processing, spreadsheets, and scheduling programs preferred.

PHYSICAL REQUIREMENTS:

- Must be able to lift (rarely) 8 lbs. using preferred hand(s) at a height of 54".
- Must be able to overhead reach (rarely) up to 71" using preferred hand(s) to obtain files <5 lbs.
- Must be able to lift (occasionally) 20 lbs. using preferred hand(s) from floor height to 37" shelves.
- Must be able to carry (occasionally) with preferred hand(s) up to 20 lbs. a distance of up to 44 feet.
- Must be able to push/pull (rarely) with a force of 16 lbs. at a height of 45".

I have read, understand, and accept the above job description, and am able to perform the essential functions of this position. I understand that this job description can change according to the needs of this position. I further understand that future evaluations and merit increases are based on my ability to perform these duties.

Printed Name: _____

Signature: _____ Date: _____