



City of North Sioux City
504 River Drive
North Sioux City, SD 57049
Phone (605)-659-5973
Fax (605)-659-0506

North Sioux City Job Description

Job Title	Administrative Assistant
Department	Various
Starting Pay	\$12.50 to \$13.50 per hour
Supervisor	City Administrator

PURPOSE OF POSITION

Under supervision provide a wide variety of general administrative assistant duties and tasks related to office work in the assigned areas of the police department, library department, finance department, and City Hall.

ESSENTIAL DUTIES OF POSITION

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned as needed. This position is designed for 40 hours per week and would require the person hired to work 1 to 2, 4 hour Saturday shifts per month.

- Serve as administrative assistant at the North Sioux City Hall
- Staff public service counter, answer phone calls, provide assistance to patrons, take utility payments, as well as provide other clerical tasks
- Compose, type, edit, revise and proofread documents and reports
- Operate various office equipment including a computer, copy machine, postage meter, fax, and two-way radio system.
- Perform routine filing as well as organize document room
- Process and record permits and licenses
- Receive and record cash receipts and close and open cash drawer system
- Set up and maintain new files
- Maintain and order inventory of office supplies and materials
- Assist with recording and processing of payroll documents and accounts payable/receivable
- Assist with the preparation of monthly utility bills
- Gain general knowledge of library activities
- Ability to shelve books and design and run library programming
- Schedule and maintain calendar of events and meetings
- Working knowledge of Microsoft Office including Word, Excel, and Publisher
- Establish and maintain effective working relationships with elected officials, fellow employees, and the general public
- Maintain regular and punctual attendance and working hours



City of North Sioux City
504 River Drive
North Sioux City, SD 57049
Phone (605)-659-5973
Fax (605)-659-0506

MINIMUM TRAINING, PHYSICAL REQUIREMENTS, AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from High School or GED program, college degree preferred. One year of responsible clerical work experience including computer and related software experience or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Regular standing, walking, and sitting will be required. The ability to lift or push objects weighing up to 40 lbs. stooping, kneeling, crouching and repetitive motions are required.

Requires a thorough knowledge of modern office policies and practices. The ability to move effectively between multiple departments and maintain confidentiality. Ability to maintain records and reports regarding City services

Requires effective communication skills and the ability to assistance to customers verbally and through written form. Must be able to speak clearly, distinctly, and effectively. Must read in English and follow verbal and written instructions.

Work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact. Must be able to work among multiple departments and transfer between these seamlessly.

Must be able to pass a standard background check