

## CITY OF BURBANK

### ADMINISTRATIVE TECHNICIAN

#### DEFINITION

Under direction to provide technical and research assistance for project and administrative tasks; to perform a variety of confidential support and technical duties; and to do related work as required.

#### ESSENTIAL FUNCTIONS

Assists in researching, compiling, and analyzing data for various projects and reports; may conduct studies; prepares a variety of reports, charts, and other documents; gathers, records, and tabulates data independently in accordance with assignment; receives and disburses money; processes invoices received for payment; orders general office supplies; enters time cards; completes employee verifications; takes verbatim and sense minutes of negotiation meetings and prepares minutes; composes and types correspondence; operates a variety of office equipment; establishes and maintains efficient filing systems and libraries in a manner consistent with Management Services Department office practices and city-wide document requirements.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of - modern office methods, procedures and equipment, including filing systems and departmental libraries; computer hardware and software.
- Ability to - communicate effectively, both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public; organize and maintain record keeping systems; operate a variety of office equipment; work independently and exercise judgment and initiative in performing assigned duties; analyze data accurately and compile written reports using the information obtained.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to five years of administrative support experience and high school graduation or equivalent. Ability to type accurately from clear copy at a speed of 55 net words per minute.

#### SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.