



Virginia Task Force 2

Urban Search and Rescue

Administrative Manual

3.04b Position Description:
Administrative Technician

February 2016

Position Descriptions

ADMINISTRATIVE TECHNICIAN

(City of Va. Beach Job Classification: Administrative Technician)

Summary Position Description

Supervises and participates in the auditing, preparation, and processing of financial and statistical records and documents; does related work as required.

Critical Elements Performed

Audits and processes requisitions, bills, invoices, vouchers, and inter-departmental transfers; maintains inventory and budget control records; audits appraisal records and maintains land books; maintains revenue ledgers and accounts and prepares trial balances and monthly statement reports; prepares and audits financial and statistical reports, files, and records to ensure an accurate track of information; supervises and assists subordinate clerical employees; furnishes information to other city departments, vendors, and the general public.

Performance Standards

Accurately processes and posts all payment vouchers and accounts receivable items; accurately prepares trial balances and monthly financial reports; effectively supervises the work of others; effectively communicates with other employees, vendors, and the general public, both oral and written; accurately performs duties with little supervision.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

Knowledge

- Knowledge of clerical methods used in keeping accounts and records.
- Knowledge of financial principles underlying state and city laws and regulations governing municipal record systems and procedures.
- Knowledge of office terminology, procedures, and equipment.
- Knowledge of business arithmetic, English, and elementary bookkeeping.
- Knowledge of municipal organization and procedures.

Skills

- Skill in operating calculators, typewriters, and other office equipment at a reasonable rate of speed when required.



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Abilities

- Ability to follow complex oral and written directions.
- Ability to maintain complex accounts and records.
- Ability to prepare complex financial and statistical reports.
- Ability to effectively supervise the work of others.
- Ability to effectively communicate with other employees and the public, both oral and written.
- Ability to work independently.
- Ability to perform standard office activities; such as, filing, operating office equipment, and operating and sorting mail.
- Ability to type at a rate of 30 words per minute may be required by some departments.

Minimum Qualifications

High school or GED plus three (3) years experience in such positions as account clerk or bookkeeper; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.