



**Position:** PERSONNEL/ADMINISTRATIVE ASSISTANT

**Civil Service Title:** Office Assistant Trainee (c0020)

**September 21, 2016**

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**Main Functions:**

The Personnel/Administrative Assistant maintains and processes payroll records for employees, provides customer service, and conducts filing in the Personnel Office, as well as other general entry level, administrative duties.

**Reports to:** *NORDC Personnel Supervisor*

**Apply to:** [dlcalderon@nola.gov](mailto:dlcalderon@nola.gov)

**Duties:**

- Assist Personnel Supervisor with organization, distribution, and collection of the City of New Orleans personnel and payroll forms;
- Assist Personnel Supervisor with ongoing customer service related to ADP;
- Operates a variety of general office equipment such as adding machines, calculators, copiers and personal computers to access payroll information;
- Posts figures and enters data on appropriate payroll documents and/or enters data in computer system;
- Assist other Operational staff with general clerical and administrative functions such as filing, organizing, collecting information, and compiling general data information; and performs other related duties as assigned.

**Knowledge, Skills and Abilities:**

- Proficient spoken and written English
- Excellent customer service skills and abilities
- Ability to conduct accurate and timely data entry tasks
- Ability to perform administrative duties
- Extremely responsible, punctual, and detail oriented
- Ability to work independently in the absence of direct staff supervision
- Ability to understand and follow oral and written instructions
- Ability to represent NORDC in a professional and courteous manner
- Ability to maintain appropriate confidentiality regarding personnel information

**Compensation/Work Week/Probation Period:**

- Base Wage/Status: \$15,829/annually, \$10.15/hour, NON-EXEMPT
- Work Week: 30 hours per week
- Probation Period: Six (6) months with option to extend