DENVER
THE MILE HIGH CITY

Office of Human Resources
Administrative Support Assistant III - CC1494

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General Statement of Duties

Performs a variety of full performance level office support work.

Distinguishing Characteristics

This is the third class of a seven level series. This class performs a variety of full performance office support duties. This class is distinguished from an Administrative Support Assistant II which performs a variety of standard/intermediate level office support duties. This class is distinguished from an Administrative Support Assistant IV which performs specialized and/or technical office support duties that require detailed knowledge of the specialized/technical area.

Essential Duties

Examines and evaluates a variety of information to determine correctness, completeness, and adherence with requirements and verifies and corrects information.

Utilizes a computer to input information/data and to create, edit, compile, manipulate, and retrieve files and/or databases and creates reports.

Operates word processing equipment to create, format, print, and revise letters, memos, reports, forms, labels, and other printed materials.

Prepares vouchers and invoices for accounts payable and/or receivables.

Processes invoices and requisitions.

Monitors and tracks the budget and prepares budget documents.

Computes payroll by reviewing time cards to compute base, differentials, and/or overtime pay and maintains personnel files and leave accounting information.

Provides the public with general and/or explanatory information, explains and clarifies rules, processes, and procedures, answers questions, and resolves a variety of problems within a defined scope.

Compiles information and generates reports and/or organizes information into tables, charts, or graphs.

Provides input for improvements in filing systems to accommodate needs.

Prepares and processes a variety of documents according to guidelines.

Orders supplies and materials, prepares purchase requisitions, and maintains inventory records.

Operates a variety of office equipment.

By position, maintains staff calendars, arranges meetings, prepares minutes, and makes travel and lodging arrangements.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of standard office practices and procedures sufficient to be able to process various types of paper work associated with office support duties.

Skill in typing.

Skill in utilizing computer software to accomplish a variety of tasks.

Level of Supervision Exercised

By assignment, performs some elements of lead work.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of clerical experience.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver’s License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.
Color vision: Ability to distinguish and identify different colors.
Depth Perception: Ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Field of Vision: Ability to sharply detect or perceive objects peripherally.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-09
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date: 9/1/2025
Revised By: BM
Class History: 2/14/2021 – Revised equivalency statement; 1/1/2023 – Pay grade revised due to minimum wage increase; 1/1/24 - Pay grade revised due to annual market analysis; 9/1/25 – Removed Default Assessment Test per TA/HRTI audit.