CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.
Web: www.knoxville.gov

2023 Administrative Technician 7/1/22

Entry-Level and Promotional (Plans Review & Inspections)

ENTRY-LEVEL SALARY: $42,132.30 annually
PAY GRADE RANGE: $42,132.30 - $67,411.68 annually (Pay Grade 309)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations. The City of Knoxville only accepts online applications. To apply, go to http://www.knoxvilletn.gov/jobs.

You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.

The following documents MUST be submitted online by 4:30 p.m. on: Monday, July 11th, 2022.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email Lpeck@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent, including or supplemented by courses in bookkeeping principles and practices.
- Progressively responsible experience in clerical accounting work, personnel, and/or purchasing work.

EXAMINATION

Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score). Subjects on the test include: modern office and personnel management principles, practices and procedures; public relations; communication skills; basic mathematics; payroll and accounting practices and procedures; fiscal recordkeeping; effective working relations; and punctuation and grammar.

Note: Background checks will be conducted. Drug testing may be required.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.
GENERAL DESCRIPTION

Under general direction performs work of considerable difficulty involving technical duties requiring the exercise of independent judgment and initiative and involving application of general rules, regulations and policies. Assembles a variety of information and data from within area of assignment as well as from outside sources; oversees the processing of data into reports for administrative uses; develops methods, procedures, and forms necessary to carry out work; answers inquiries and prepares correspondence for administrative officials; may serve as a program/project assistant to professional, technical, or administrative employees with responsibility for the administrative or supportive operation of the unit.

ESSENTIAL FUNCTIONS

Acts as a liaison for the director, department head, etc., in coordinating the hiring process and other personnel matters; helps implement the City's Administrative Rules and Regulations and the Civil Service Merit Board Rules and Regulations within assigned area; prepares all required personnel forms, transmits and coordinates processing of forms with other departments.

Prepares and maintains all payroll records; coordinates departmental payroll preparation with City's central payroll division; computes appropriate deductions, i.e., insurance, pension, credit union, etc.; answers payroll questions from employees in assigned area; maintains time, annual and sick leave and coordinates discrepancies with supervisors and/or employees.

Assists in preparation of department’s annual budget; verifies personnel services budget, i.e., calculates salaries, benefits, vacations, etc.; projects expenditures for various line items (buildings, equipment, salaries, etc.); verifies quarterly projections of budget from the Finance Department; maintains ledger books and keep running total of line items/organizational codes.

Maintains personnel records and files on departmental employees; updates files and processes step and merit pay increases; coordinates personnel performance evaluations with supervisors; answers questions concerning salary, retirement, leave, benefits, etc. in accordance with City rules and regulations.

Receives requests for purchases and prepares requisitions for Purchasing Division; verifies funds available for purchases; verifies requests for payment and prepares voucher requests for transmittal to Accounting Division for payment of all invoices, statements and outstanding contracts; maintains records of all purchases, vouchers, etc.

Verifies information and prepares final Certificates of Completion and Occupancy upon project completion. Prepares and maintains electronic records for projects.

Balances daily cash reports from monies received through permitting, plans review, and licensing fees.

Assists the public with questions or concerns. Maintains good public relations in interactions (email, phone, or in person) with the public.

MARGINAL FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern personnel management principles and practices.

Knowledge of modern office practices and procedures.

Knowledge of good public relations techniques and practices.

Knowledge of the City's Administrative Rules and Regulations and Civil Service Merit Board Rules and Regulations.

Knowledge of the various forms and reports used in various areas of assignment (i.e., personnel, purchasing, etc.)

Knowledge of basic mathematics, i.e. calculating discounts, percentages, etc.

Knowledge of proper payroll preparation and procedures.

Knowledge of clerical accounting practices and procedures and of basic accounting theory, practices and procedures.

Knowledge of the methods, practices, and terminology used in fiscal record keeping work.

Knowledge of the City's budgetary practices and procedures.

Knowledge of proper record keeping practices and procedures.

Skill in handling complaints and dealing with problems.

Ability to establish and maintain effective working relationships with the general public and co-workers.

Ability to relieve superiors of significant administrative details.

Ability to use independent judgment and discretion to analyze and resolve work problems.

Ability to spell, punctuate, and use grammar and business English correctly.

Ability to communicate clearly, concisely, and convincingly – both orally and in writing.
PHYSICAL REQUIREMENTS
This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, and/or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Human Resource office for review upon request.

MENTAL REQUIREMENTS
Requires the use of relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists (e.g. drafter, firefighter, and carpenter). A description of the specific mental requirements associated with this position is maintained on file in the Human Resource office for review upon request.

MINIMUM REQUIREMENTS
Graduation from a standard high school or equivalent including or supplemented by courses in bookkeeping principles and practices.
Progressively responsible experience in clerical accounting work, personnel, and/or purchasing work.