



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ADMINISTRATIVE AIDE I
Classification Specification
(Classified)

SUMMARY

Under general supervision, performs a variety of entry level clerical work; including word processing and file management; and performs other related work as required.

SUPERVISION RECEIVED

The Administrative Aide I is an entry level position in the clerical series. This position reports to a department head, manager and/or designee.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Administrative Aide I. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Greets and assists general public with inquiries over the telephone or in person.
- Acts as receptionist and answers or directs questions regarding departmental standards and procedures to the proper personnel.
- Types circulars, reports, records, work orders, payrolls, bills, payment requests, and vouchers.
- Operates modern office equipment including a personal computer and related software.
- Photocopies, collates, staples and binds a variety of materials.
- Schedules committee meetings.
- Maintains inventory of office supplies and materials.
- Performs basic mathematical computations.
- Proofreads documents for accuracy and spelling.
- Processes, opens and routes mail.
- Processes confidential or sensitive information.

- Responsible for set up and clean up of refreshments for meetings.
- Communicates clearly and concisely using proper English language and phraseology, both orally and in writing.
- Post agendas for meetings.
- Performs other duties as necessary and required.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from high school or GED and; one (1) year of paid full-time administrative experience; OR
- Any combination of education and experience that demonstrates the ability to perform the required duties for the position.

Knowledge and Abilities

- Working knowledge of operation of modern office equipment, practices and procedures.
- Working knowledge of automated and manual filing methods.
- Working knowledge and ability to use various computer software programs, such as spreadsheets and word processing.
- Basic knowledge of business letter composition and report writing.
- Knowledge of proper usage of the English language and phraseology.
- Ability to perform basic mathematical computations.
- Ability to comprehend and follow oral and written directions.
- Ability to type 40 WPM.
- Ability to communicate effectively and concisely both verbally and in writing.
- Ability to maintain accurate and detailed records.
- Ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff.

License/Certificates:

A valid California motor vehicle operator's license is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear,

stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised: January 2026
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