



Job Title	Administrative Assistant
Department	Various Departments
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-exempt

Scope of Work

This position is responsible for administrative and clerical tasks for a specific department within the Town. Responsibilities include data entry, record management, customer service and payment processing.

Supervision

Received	Various Departments
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Administers the front desk.
- Receives, screens, and directs phone calls, visitors, and correspondence to appropriate personnel.
- Provides general information and reception service for the department.
- Accepts payments from the public.
- Inputs payments into the system and reconciles receipted funds.
- Accepts incoming mail; sorts and distributes to appropriate recipients.
- Balances cash drawers.
- Assists with the budget process, as needed.
- Processes payments and prepares accounts payable checks.
- Assists with agenda preparation and other analysis and reports for the department, as needed.
- Monitors the building and serves as the point of contact with vendors when issues arise.
- Assists in updating the department information on the website.
- Purchases and maintains office supplies for the department and maintains related inventory data.
- Assists in coordinating events and maintaining calendars.
- Maintains all invoices and references invoices when issues arise.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

A high school diploma (or equivalent) is required, including at least 1 year of clerical experience.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • The use of standard office equipment, including computers and relevant software programs.
Ability to	• Multi-task and prioritize work. • Type with speed and accuracy. • Communicate effectively both verbally and in writing. • Perform basic math and accounting functions. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	• Oral and written communications. • Troubleshooting and problem solving. • Customer service.

Necessary Special Requirements

None

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer