

ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION: Performs intermediate skilled clerical work providing a broad range of office support functions to the Town Administrator's office. The employee is required to be familiar with all phases of the Town government. The duties of this office are of such a nature that the employee often works on a large volume of projects covering a wide variety of subjects and is under the pressure of completing them within a limited time period. This employee assists the Executive Assistant in preparing routine correspondence, furnishing information, receiving complaints and performing other public contact work. The employee is under the supervision of the Executive Assistant who reviews the work, methods and results, and is given general instructions on assignments through conferences. Does related work as required.

ESSENTIAL FUNCTIONS OF THE JOB:

- Compiles and prepares monthly statistics;
- Processes invoices for payment;
- Maintains office supply inventory;
- Calculates data for a variety of records, reports, etc.;
- Prepares travel for various departments, as needed;
- Responsible for timely completion of records regarding all employee travel;
- May prepare special assignments involving more complex tasks such as preparing charts, graphs, etc.;
- Answers phones, directing calls to appropriate department;
- Files a variety of pertinent documents;
- Enters data into computer system from a wide variety of sources;
- Assists in arranging conferences, i.e., reservations, compiling cost information, etc.;
- Provides public relations support as required;
- Provides keyboard skills in processing status reports, memoranda, office correspondence, etc.;
- Utilizes a variety of software applications in performance of tasks;
- Maintains a variety of reports;
- Makes recommendations on software/hardware purchases;
- Utilizes a variety of office support equipment in routine tasks;
- May make decisions concerning appropriate formats for some documents;
- Performs clerical duties for Building Inspector;
- Attends meetings and takes notes or minutes as required;
- Formats bid documentation and is responsible for proper notifications;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of office methods and procedures, as well as efficient operation of various office equipment; thorough knowledge of basic accounting procedures and excellent grammar skills; ability to apply Town policy and procedure to a wide variety of routine tasks; ability to maintain on-going record

keeping tasks; ability to establish and maintain effective working relationships with other employees and general public; efficient keyboard skills; ability to sit at work station or desk for extended periods of time.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED; supplemental training/courses in office support skills such as computers, basic bookkeeping, etc.; preferable such education would be at the college level; generally one to two years of prior experience provides the necessary background to perform tasks efficiently; on-going training in office methods and office support is desirable.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities. However, some tasks may require some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lbs.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Sensory Requirements: Tasks require visual perception and discrimination; tasks require oral communications ability. Tasks require sound perception and discrimination.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 6
Non-Exempt
July 2023