

## **JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT**

### **GENERAL STATEMENT OF DUTIES:**

Performs varied secretarial, accounting, and data entry services; acts as receptionist and cashier; issues permits, licenses, applications and receipts; does related work as required. This position requires working evenings, at a minimum, two evenings each month. This position is only a 20 hour a week position, which includes the two night meetings each month.

### **SUPERVISION RECEIVED:**

Works under the supervision of the City Recorder.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Meets the public and acts as receptionist. Gives information, issues applications, answers complaints and refers inquiries to the appropriate parties. Receives and receipts cash. Performs computer data entry and file notations for water service, license fees, and court fines. Types letters, memoranda and other materials from drafts, dictation and other sources. Research city ordinances and records as needed.

Attends Historic Review Board Minutes once a month and attend the Parks Committee meetings once a month as Secretary, transcribing minutes and maintaining up to date journal and file data for proceedings. Maintains files for duties described as required.

### **MINIMUM QUALIFICATIONS**

- Skilled in word-processing, data entry, and receptionist duties.
- Able to make simple computations and tabulations accurately and with reasonable speed.
- Able to deal with a variety of customers professionally and cheerfully, even under pressure.
- Possess a general clerical aptitude and basic knowledge of record keeping.
- Provide strong problem solving abilities.
- Maintain confidentiality and discretion as a rule.
- Able to understand and follow simple oral and written instructions and adhere to prescribed departmental routines.
- Skilled in Microsoft Word and Excel.

### **EXPERIENCE:**

Experience in receptionist, and secretarial, accounting, and/or related college level courses. Municipal government experience desirable but not necessary. You must be bondable. The applicant must pass a background check. It would be nice to have your Notary status, but this is not required.

**HOURS AND BENEFITS:**

This position is a part time position with no benefits. The hours will be Monday through Friday 1:00 p.m. to 5:00 p.m. There will be no traveling with this position, at least at this time. The starting wage would be \$8.95 an hour. No benefits at this time with this part-time position. You need to stop by City Hall to pick up an application. Please submit an application and a resume.