

## **POSITION DESCRIPTION**

### **Administrative Assistant**

#### **General Purpose:**

Performs a variety of clerical tasks relative to municipal government, as well as general secretarial and clerical duties.

#### **Supervision Received:**

This position works under the supervision of the Village Administrator and, at times, may also work under the direction of the Clerk-Treasurer and Zoning Administrator.

#### **FLSA Status:**

Non-exempt hourly

#### **Essential Duties and Responsibilities:**

Uses good communication skills, as well as typing, filing, bookkeeping, and telephone skills to assist in a variety of municipal accounting and clerical tasks necessary to efficient office operations. Assists in performing general office maintenance and tasks including, but not limited to, accurate typing and/or transcription of letters, reports, minutes, resolutions, and government forms, filing and sorting mail, answering telephones and directing calls, duplicating a variety of documents, filing papers, and purchasing supplies and materials as requested.

Assists the Clerk-Treasurer with payroll computation, preparation of payables, and data entry procedures. Assists with record-keeping for the Council and Planning and Zoning Boards on an as needed basis.

Serves as a secretary to various boards and commissions as assigned by the Mayor. Duties may include attending board meetings, preparing board minutes, and typing correspondence.

Coordinates special events and meetings, including preparation of visual materials.

#### **Peripheral Duties:**

Serves as back up to the Water/Wastewater Administrative Assistant / Clerk of Courts and should be able to fulfill all of the duties required to complete the essential duties and responsibilities for that position including billing software entries and reports.

Other duties and training as assigned by or requested by the Village Administrator, Clerk-Treasurer, Zoning Administrator, or the Mayor.

**Desired Minimum Qualifications:**

Education and Experience:

- A. High school graduate
- B. One year additional training in office procedures and/or computers
- C. One year experience in office setting, including computer use
- D. Any equivalent combination of education and experience

Necessary Skills and Abilities:

- A. Good working knowledge of equipment, materials, methods, and procedures used in office tasks
- B. Ability to communicate effectively in writing and verbally; establish and maintain effective working relationships with employees, other departments, and the public, and the ability to understand and carry out both written and verbal instructions.
- C. Ability to operate a variety of office equipment, including computers, calculators, and copy machines.

**Special Requirements:**

Ability to be bonded

**Tools and Equipment Used:**

All office equipment including, but not limited to, computers, telephones, typewriters, calculators, and copy machines

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of the position the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk and to drive a car. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by the position include close vision and ability to adjust focus. Reasonable accommodations may be made to enable individual with disabilities to perform the essential job functions.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works in indoor conditions.

The employee may be required to make daily, outdoor trips.

The noise level in the work environment is usually quiet.

**Selection Guidelines:**

Formal application, rating of education and experience, oral interview, and reference check. Job related testing may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.