

## **TOWN OF NORTH STONINGTON ADMINISTRATIVE ASSISTANT**

**NATURE OF WORK:** The Administrative Assistant encompasses highly responsible and confidential secretarial and administrative support services performed directly for the First Selectman and Selectmen's Office, along with various officials and departments under the Selectmen's jurisdiction. The work requires the exercise of independent judgment and initiative based on general knowledge of the Town and its administrative policies and procedures. The position requires accuracy, attention to detail, organizational skills, and computer knowledge. The position is classified as confidential and is not part of a collective bargaining unit.

**SUPERVISION RECEIVED:** The Administrative Assistant receives supervision from the Administration & Finance Officer and First Selectman.

**SUPERVISION EXERCISED:** None.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Performs administrative, clerical and secretarial work related to the office of the First Selectman and Board of Selectman.

Develops and maintains confidential and complex filing systems and control records and indexes using moderate independent judgment. Plans, directs and performs the maintenance, filing, safekeeping, and computerization of all documents.

Reads and analyzes incoming correspondence, memos, and reports in order to determine their significance and plan their distribution. Summarizes information to facilitate review.

Composes, drafts and/or types routine and confidential correspondence, meeting agendas and minutes, policies and procedures, reports, text and other written material from rough drafts, corrected copies, voice recordings, dictation or previous versions.

Greets visitors and provides the highest level of customer service to everyone whether in person, phone, or electronic communication. Responds to general information inquiries and complaints, directing unusual inquiries and/or concerns to the appropriate official. Provides information to the general public on policies and procedures. Provides assistance to elected officials, departments within the Town and the public, as required.

Performs other clerical, secretarial and/or administrative duties such as: 1) runs errands; 2) schedules appointments and meetings; 3) receives, sorts, opens and distributes incoming mail; 4) processes outgoing mail and sends facsimiles; 5) answers phones and 6) performs cashiering functions.

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

### **OTHER JOB FUNCTIONS:**

Performs related duties and responsibilities as required.

## **REQUIREMENTS OF WORK:**

### Education, Experience & Training:

High school diploma or equivalent required, college or vocational training preferred. 3 years of experience in secretarial and general office work; or any equivalent combination of training and experience.

### Knowledge, Skills & Ability:

Knowledge of data processing technology, modern office procedures, and office equipment. Skilled in the use of a computer terminal or personal computer for word-processing, data base or spreadsheet applications.

Knowledge of business English, grammar, punctuation and arithmetic. Knowledge of the special laws, regulations and technical terminology pertaining to assigned work or the ability to acquire such knowledge during a reasonable period of training.

Knowledge of English to speak, read and to understand written orders, to prepare reports, and to be able to use the telephone and communicate necessary information. Ability to follow instructions in written, oral or diagrammatic form without direct supervision.

Knowledge of general office practices and procedures. Strong organizational skills.

Knowledge of administrative and clerical practices, procedures and systems such as word processing, managing files and records, and office terminology

Skilled in operation of tools and equipment listed below including, but not limited to, telephone, personal computer including word processing software, copy machine, facsimile "fax" machine, and calculator.

Ability to perform mathematical calculations to perform cashier duties accurately and to plan and maintain record keeping systems. Some knowledge of accounting principles and practices.

Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Ability to 1) perform multiple tasks with interruptions, 2) meet deadlines, 3) perform duties promptly with attention to detail and accuracy, 4) learn the special laws and regulations pertaining to assigned work, 5) prioritize, organize and perform work independently, 6) plan and maintain record keeping systems, and 7) organize and express thoughts and ideas through written and oral communication.

Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

Ability to adjust quickly to changing priorities in a sometimes stressful environment.

Proficient and responsive communication skills in greeting the public, answering the phones, etc.

Considerable ability to establish and maintain effective and courteous working relationships with Town officials, public officials, residents, members of the general public, other departments and agencies, co-workers, and volunteers.

#### Licensure and Certification

Must possess and retain a valid Motor Vehicle Operator's license.

#### **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.

While performing the duties of this job, the employee is frequently required to speak; hear; walk; sit; stand, bend; stoop, or crouch. The employee must have the ability to lift and/or move up to 40 pounds. The employee must have the ability to routinely use hands, fingers and wrists for repetitive motion, to handle and/or feel equipment, objects, tools or controls; and reach with hand and arms. The employee is frequently required to climb or balance, stoop, kneel, or crouch. The employee may be required to climb stairs or ladders to various levels.

Specific vision abilities required for this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must be able to work harmoniously, cooperatively and courteously with others at all times. The employee must be able to interact with people who are under physical and emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions and address disturbances.

**\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\***