

## **ADMINISTRATIVE SECRETARY OFFICE OF THE TOWN MANAGER**

### **Position Purpose:**

Receive and direct visitors and all phone calls to appropriate Departments and staff; provide clerical assistance to all staff in the Office of the Town Manager; and performs typing, computer work, and filing as needed. Handles the permits for pistols and the transfer station. Receives and processes incoming and outgoing mail. Answers general questions from visitors. Prepares, posts and files agendas for various Boards and Commissions. Assists in the processing of purchase orders, payables and filing of the same. Coordinates and prepares monthly meeting calendar for the Town. Establishes and maintains various records and files, including confidential information. Performs related duties as assigned. An Administrative Secretary is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Received:* Works under the direction of the Town Manager; receives oral or written instructions from the Town Manager and Director of Administrative Services; follows established policies where appropriate. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

### **Job Environment:**

Administrative work is performed in a moderately quiet office with regular interruptions during the day from visitors, staff, vendors, and others. Requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment. Makes frequent contact with other municipal departments, the staff, outside agencies, vendors and the public. Communication is frequently in person, by telephone, e-mail and in writing.

### **Essential Functions:**

*(The essential functions or duties listed below 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.)*

- Receives and directs visitors and all phone calls to appropriate Departments and staff; provide clerical assistance to all staff in the Office of the Town Manager.
- Performs typing, computer work, and filing as needed.
- Handles the permits for pistols and the transfer station.
- Receives and processes incoming and outgoing mail.
- Answers general questions from visitors.
- Prepares, posts and files agendas for various Boards and Commissions.
- Assists in the processing of purchase orders, payables and filing of the same.
- Coordinates and prepares monthly meeting calendar for the Town.
- Establishes and maintains various records and files, including confidential information.
- Performs related duties as assigned.



**Other Functions:**

- Interest and ability to become appointed as a Notary Public.
- Performs similar or related work as required or as the situation dictates.

**Physical and Mental Effort:**

While performing the functions of this job, the employee is required to sit, stand, stoop, and walk for varied durations; is frequently required to talk and listen; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; kneels and bends to work on projects or with equipment and tools; specific vision abilities required include close, color and distance vision, peripheral and depth perception and ability to focus; ability to operate motor vehicles, tools and office equipment efficiently in a skilled manner; ability to lift up to 25 lbs and over 25 lbs with assistance; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using commonly understood American English.

**Minimum Required Qualifications:****Education, Training and Experience:**

The qualifications required would generally be acquired with graduation from high school and the ability to apply common sense understanding to carry out instructions furnished in oral and written form.

**Knowledge, Ability and Skill:**

Knowledge: Knowledge of office organization principles and practices.

Ability: Ability to solve practical problems with a minimum of guidance. Ability to deal effectively and courteously with the public and other staff members. Ability to learn the Town Hall telephone system. Ability to learn locations and general functions of the Departments of the Town government. Ability to add, subtract, multiply, and divide all units of measure. Ability to utilize computers and other office technology and understand software commonly used in a work environment. Ability of keep matters confidential. Ability to accurately process paperwork.

Skills: Effective speaking and listening skills are necessary. Excellent verbal and written communication skills; excellent listening skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using standard office equipment and in the use of Microsoft Office® automated applications and in particular Word™, Excel™, Outlook™ and Publisher™ software.

*(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)*