Administrative Assistant ($32,000 - $35,000)

FLSA Status: Non-*Exempt*

General Definition of Work

Performs intermediate skilled administrative support work assisting customers, receiving payments, assisting Treasurer with payroll, business license and real estate billing, bill payment, and related work as required. Work is performed under the limited supervision of the Town Treasurer.

Essential Functions

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

Answers incoming calls; provides information or forwards calls to appropriate staff.
Greets visitors and the general public and assists them or refers them to the proper person or office.
Collects and processes real estate tax, meals tax, business license and vehicle decal payments.
Assists Town Treasurer with payroll processing, real estate and business license billing, and bill payment by reviewing information and entering into computer system.
Sorts, files and maintains various types of documentation and records.
Types a variety of letters in response to inquiries.
Orders supplies.
Makes bank deposits.
Performs related tasks as required.

Knowledge, Skills, and Abilities

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; general knowledge of Town and department programs and policies; general knowledge of the use of a multi-line telephone system; ability to read and understand moderately details policies, procedures and job related materials; ability to type accurately at a reasonable rate of speed; ability to make mathematical calculations; ability to operate standard office and computer equipment and perform basic word processing and data entry; must have demonstrable experience in Microsoft Office programs (to include Word and Excel); ability to produce documents and correspondence; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and considerable experience in an office or clerical setting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or fee, frequently walking, reaching with hands and arms and repetitive motions and occasionally requires standing, stooping, kneeling, couching or crawling and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers; light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the Commonwealth of Virginia and ability for appointment as a Notary Public in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.