



Job Title: Administrative Assistant
Department: Finance
FLSA Status: Non-Exempt, Hourly, Part Time
Revised Date: See Below

Accountability

Under the direction of the Finance Director/Treasurer.

Job Summary

Primarily assists the utility office with customer service related to collection of payments, initiating/closing services, and general inquiries.

Essential Job Functions

Assists the utility office with general customer service walk-in and phone inquiries. Assists with the processing of payments and acceptance of service applications for the utility billing office. May assist with the following: maintaining data and information in various manual and computerized files, records, and logs; mail preparation, general filing, organization.

Knowledge, Abilities and Skills

Exceptional customer service skills to professionally service the public in person, by phone, or digitally. Strong interpersonal skills, adaptability, attention to detail, and multi-tasking abilities. Good written and verbal communication skills to effectively communicate on a daily basis with City employees and the public. General knowledge of the expectations of administrative support and records management. Ability to sit and/or stand for long periods of time with visual stamina and acuity adequate to review alpha/numeric data and spend long periods of time looking at computer screen. Capability to operate basic office machines, such as a copy machine, computer (Microsoft Office and other software), and cash register. Ability to maintain professionalism with sensitive information and to keep confidential information confidential. work independently;

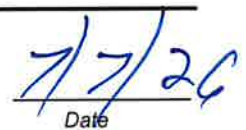
Education and Experience

Graduation from High School or equivalent and at least two (2) years of experience in a similar role or general office work is desired; at least one (1) year of experience with various computer programs and functions including Microsoft Office products is preferred; OR any equivalent combination of experience or training deemed to be sufficient for the position.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.

Job Description Revision Approved:


City Administrator


Date