

Title: Administrative Assistant

Department: Parks and Recreation

Hours of Work: 35 hours, M-W 8:30 am-4:30 pm, Thurs. 8:30 am-7:00 pm Friday 8:30 am-1:00 pm

Hourly Rate of Pay: \$20.51 - \$21.97

Position Definition: Performs office administrative, secretarial, and clerical bookkeeping work of some complexity and variety.

Supervision Received: Receives general supervision and oral or written instruction from Director of Parks and Recreation. Plans and organizes work according to established or standard office procedures. Prioritizes work within assignment.

Supervision Exercised: Provides task supervision to clerical staff members.

Examples of Essential Duties: Provides information to public, internal and external associates, operates office hours for services. Assist full time positions with incoming calls, questions, directs calls and provide messages. Assist seasonal part time employees in operating procedures. Operates a P.C., word processing, spread sheets, e-mail, publisher, etc. Assists the data processing department with questions, purchasing, etc. of all technology in the department. Maintains department personnel files. Processes all related employee information and paperwork for all department employees. Processes weekly payroll. Maintains employee attendance cards and records, bi-weekly payroll for all program instructors, officials, custodians and special events. Assists employees in budget processing. Reviews records in a ledger and process all invoices for budget, capitol improvements and special funds. Assists the department in maintaining all budget aspects for current year budget and future budgets. Assists the Financial department in processing all budget items, answers questions asked by Finance or Administration office in regards to budget. Performs secretarial duties for the Director and Assistant Director, including letters, memos, files, copies, associations, E-mail, program assistance, press releases, faxes, scheduling, registrations, special events, phone calls, etc. Processes revenue from the cash register to a ledger of programs, deposits, reports to finance, council re-appropriations, etc. Revenue reports to finance for budget purposes. Deposits are made on a regular basis. Assists in publications and communications with the public regarding programs available from youths to adults. Provides press releases, fliers, brochures, etc. Copies and processing to the Board of Education and public places. Composes routine correspondence. Screen telephone calls or greets visitors, ascertains nature of business, and takes actions or refers to appropriate staff members. Processes department purchase requisitions. Performs related work as assigned.

Examples of Incidental Duties: Establishes and maintains complex records and files as needed. Recommends to department head changes in office procedures to improve efficiency of work flow. Performs word and data processing in all areas of work assignment. Compiles information and prepares reports as required. Prepares special summaries and reports as required.

Knowledge, Skills and Abilities Required: Knowledge of general office procedures. Working knowledge of bookkeeping and/or accounting terminology. Ability to perform complex arithmetic computations. Ability to organize and maintain complex record files and systems. Ability to acquire working knowledge of regulations and legal requirements of assigned department activities. Ability to apply principles of office administration to solve practical problems. Ability to utilize department data and word processing applications. Ability to deal effectively with town staff and the public.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with a high school diploma in Business, Secretarial Services and 1-2 years of responsible office administrative experience with some bookkeeping experience or equivalent.

Physical Exertion/Environmental Conditions: Performs duties in an office environment. Intermittent exposure to a computer screen. Some stress involved in public contact.

License or Certificate: Not Applicable.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of To apply go to the Towns website: <http://www.vernon-ct.gov/human-resources>