

Job Title: Administrative Secretary	Hours per week:	FLSA Status: Non-Exempt
Reports to: Building Commissioner	Department: Building	Grade: 4
Created date:	Revised date:	Approved date: 10/02/2007
Created by:	Revised by:	Approved by:

**TOWN OF STERLING
ADMINISTRATIVE SECRETARY**

Statement of Duties

Performs responsible and complex administrative and clerical work requiring a great deal of attention to details and sequencing of actions in processing work, and in maintaining financial records consistent with department policies and procedures; and all other related work as required.

Supervision

Works under the direct supervision of the Town Inspectors. Generally establishes own work plan and priorities to complete routine work assignments. New or unusual assignments may require additional instruction and supervisory review.

Performs varied, responsible clerical and administrative duties which require the frequent exercise of independent judgment and initiative. Must have a comprehensive knowledge of accounting principles, purchasing methods, data processing techniques, and departmental operations with some guidance from supervisor.

Job Environment

Most work is performed under typical office conditions.

Operates a computer and general office equipment, such as a personal computer, calculator, copier, facsimile machine, and telephone.

Makes regular contact with the general public, in-house personnel and vendors doing business with the departments. Contact is by telephone, in person, and through correspondence and personal meetings.

Has access to department confidential information, such as personnel records, bid proposals, reports and personal information regarding citizens receiving services from the departments. Has access to litigation and billing documents and to confidential communication between the department heads and citizens, employees and other outside agencies.

Errors in the application of established departmental, clerical procedures could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the Town.

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.

Maintains department accounts receivable and payables and reconciles all budget and grant accounts.

May attend a counter or reception desk, answering routine inquiries and complaints and routes requests to appropriate staff; explains procedures, regulations and/or policies based on knowledge of office functions and services offered by the department.

May assist with processing department purchase orders and department filing system for official records and correspondence.

May assist with department payroll and personnel records including workman's compensation claims, overtime and leave accruals (sick and vacation).

Assists in the preparation of official documents such as the budget, department activity reports and official correspondence to ensure accuracy and compliance with local and state laws and policies.

Maintains detailed and accurate records pertaining to the operations of the departments; may post to various department accounts according to standard office procedures; performs basic arithmetic computations to maintain record of fees collected.

Prepares and submits written reports to supervisor as required.

Performs similar or related work as required or as the situation dictates.

Recommended Minimum Qualifications

Education and Experience

High School degree with an associate's degree preferred; two to three years of responsible clerical/accounting experience required or any equivalent combination of education and experience which provides the required knowledge, skills or abilities.

Knowledge, Ability and Skill

Knowledge:

Thorough knowledge of office practices and procedures.

Thorough knowledge of office terminology, procedures and equipment.

Working knowledge of Town government.

Knowledge of building inspection process and permitting system preferred.

Working knowledge of applicable office and financial software programs.

Ability:

Ability to interact in a positive and effective manner with employees and general public.

Ability to communicate effectively, orally and in writing including ability to draft correspondence.

Ability to use a personal computer and related office software. Ability to operate a telephone and standard office equipment.

Ability to maintain detailed and accurate records and to execute oral and written instructions in a precise manner.

Skill:

Excellent planning and organizational skills.

Excellent employee relations and public relations skills and ability to handle multiple tasks.

Good judgment and integrity and ability to maintain effective staff and community relations.

Physical Requirements

Minimal physical effort generally required in performing administrative, counseling duties.

Position requires the ability to operate a keyboard and standard office equipment.

Occasionally required to lift office equipment weighing no more than 30 pounds.

The employee is frequently required to use hands to finger, handle or fix equipment and to reach with hand and arms.

The employee is frequently required to sit and talk and hear.

Specific vision requirements include close vision, distance vision and focus adjustment.

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