

Administrative Assistant

Nature of Work

This is responsible accounting and administrative work assisting with various accounting functions and processes for the Town of Pittman Center. Activities associated with the job include processing payments including citations, event sponsors, taxable purchases, permits, hotel/motel taxes, dumpster payments, property taxes and vendor payments, processing invoices for outgoing payments and obtaining a purchase order when required. Additional activities include preparing and placing legal announcements in accordance with established notification procedures, sorting and distributing incoming mail and responding to emails from vendors, co-workers, sponsors, Board members, defendants, citizens, etc. The incumbent also assists with a variety of administrative activities, manages the Town's website and social media, coordinates Heritage Day and Yule Log events and participates in official Town meetings. Activities associated with the job require considerable knowledge of Town operations and functions including Town ordinances, accounting and data entry skills, good organizational and decision-making skills, considerable experience performing a variety of accounting and administrative duties, dedicated attention to detail and the ability to maintain detailed files and supporting documentation. Job performance is evaluated by the City Administrator through review of the organization and effectiveness of Town functions and operations, knowledge of local ordinances, accuracy, timeliness and thoroughness of completed transactions, level of support and assistance provided to departmental operations and ability to effectively prioritize and organize work related activities. Job activities are also subject to state and independent audits.

Illustrative Examples of Work

- Processes payments including citations, event sponsors, taxable purchases, permits, hotel/motel taxes, dumpster payments, property taxes and vendor payments.
- Processes invoices for outgoing payments and obtains a purchase order when required.
- Researches incorrect invoices to determine why the discrepancies exist and attempts to resolve the problem(s).
- Prepares and places legal announcements in accordance with established notification procedures.
- Sorts and distributes incoming mail including invoice, payments, citations, etc.
- Responds to emails from vendors, co-workers, sponsors, Board members, defendants, citizens, etc.
- Attends the Board of Mayor and Alderman meetings, records and prepares minutes, files them in chronological order and assists with preparing packets.
- Opens and closes the office in the absence of the Court Clerk.
- Assists with general recordkeeping and updating logs.
- Assists with preparing articles for submission to the Town's newsletter.
- Updates the Town's website and Facebook page with current information.

- Organizes and recruits entertainers, vendors and sponsors for Heritage Day and Yule Log events, assists with decorating the grounds and serving the community during the event.
- Answers incoming calls and assists walk-ins, provides requested information and/or routes the call to the appropriate party for further assistance.
- Maintains office files, accounting records and a variety of related information ensuring the confidentiality of sensitive information.
- Orders office janitorial and maintenance supplies and ensures an adequate supply is maintained.
- Provides administrative support for the City Administrator and Court Clerk.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four-year high school; a minimum of two years' experience performing a variety of administrative and accounting activities; considerable knowledge of city court operations and local ordinances; strong organizational, interpersonal and decision-making skills; ability to accurately deal with detailed, confidential and complex information; or any equivalent combination of education and/or experience to provide the following knowledge, abilities, and skills:

- Considerable knowledge of Town functions and operations and local laws and ordinances.
- Considerable knowledge of the fees and fines associated with court costs, parking citations, accident and incident reports, etc.
- Considerable knowledge of standard accounting practices and procedures pertaining to the accounts receivable and payable processes, use of internal controls, reconciliation of accounts, etc.
- Considerable knowledge of computer database applications including proprietary software programs, word processing, spreadsheet and database management applications.
- Considerable knowledge of website and Facebook applications.
- Considerable knowledge of federal and state and local financial and accounting regulations pertaining to programs and services provided by the Town.
- Considerable knowledge of acceptable grammatical form and practices utilized for reports, memoranda, correspondence, legal notices, press releases, etc.
- Some knowledge of state regulations and reporting requirements governing municipal court and related law enforcement operations.
- Some knowledge of the accounting and reporting requirements governing municipal law enforcement activities including traffic citations, driver registration, civil and criminal law, etc.
- Ability to effectively coordinate organize special Town events and activities.
- Ability to work with detailed and complex information in an accurate, thorough, timely and organized manner.
- Ability to effectively compile and organize financial data and related information.
- Ability to analyze detailed and complex financial information to determine compliance with established reporting requirements.

- Ability to effectively prioritize and organize personal activities and meet all established deadlines and reporting requirements.
- Ability to prepare accurate and informative articles and public notices.
- Ability to adhere to established organizational policies and procedures pertaining to accounting operations and reporting requirements.
- Ability to organize work related files and documentation in an organized and accessible manner and ensure the confidentiality of sensitive and/or protected information.
- Ability to maintain high standards of integrity and ethical behavior while performing work related activities.
- Ability to interact with co-workers and the public in a courteous, professional, and considerate manner.
- Skill in typing and data entry and the use of computer software applications including word processing, database management and spreadsheet applications.
- Skill in the use of commonly utilized office equipment including computer terminals, calculators, copiers, FAX machines, etc.

Physical Requirements

- This is light to medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 50 pounds of force occasionally and up to 5 pounds of force frequently to move objects
- Work requires moderate flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and occasional outside environmental conditions