

Town of Scotland, CT
Administrative Assistant
Job Description

Job Title: **Administrative Assistant to the First Selectman**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date: Dec. 12, 2012 Job Desc. Last Review Date:1-6-11

Job Desc. Approved By: **Scotland BOS** Date: Dec. 12, 2012

This position is: **Elected** **Appointed** **Hired**

POSITION SUMMARY

Working under the supervision of the First Selectman, the Administrative Assistant provides assistance to the First Selectman by: prioritizing mail, drafting correspondence, preparing reports, handling information requests, receiving visitors, screening calls, and scheduling meetings, writing minutes and agendas.

JOB DUTIES

1. Greet the public, answer the phone, provide information about town services and departments, make appropriate referrals, and take messages.
2. Retrieve, open, date stamp and prioritize mail for Selectman's office. Distribute mail as needed. Checks received for the Treasurer will be secured in the vault until the Treasurer is in to process them. (pg2,p 2)
3. Draft, type, and mail/email/fax correspondence as directed.
4. Maintain all active and archived, paper and electronic files for the First Selectman's Office.
5. Attend Board of Selectmen meetings, produce and maintain Board of Selectmen agendas, minutes and related documents, and file these with the Town Clerk in a timely manner.
6. Attend any other meetings as required by the First Selectman.
7. Schedule/coordinate meetings and track appointments for the First Selectman as necessary.
8. Assist agencies/commissions in scheduling public meetings, programs and services.
9. Maintain booking calendar for the Town Green and Recreational Park; notify Highway Foreman of all bookings.
10. Assist organizing town-sponsored events as needed.

11. Create and maintain a list of names and contact information for all elected, appointed and hired town staff, and all committee/commission members.
12. Update Town website or other designated vehicle as directed for posting events, notices, news or other communications to townspeople.
13. Coordinate service and repair to office equipment and building, serving as the liaison between departments and vendors.
14. Maintain/order office supply/inventory.
15. Bill monthly diesel fuel invoices to the high school and elementary school.
16. Process applications for pistols, sale of firearms, raffles, bingo and fireworks. Present to the First Selectman for final approval and signature.
17. Coordinate new hire and random drug testing screening; maintain confidential records.
18. Prepare and update/maintain all personnel files, the Personnel Handbook, and employment notices. Conduct "new hire" orientation as related to staff introductions, personnel policies, keys, contracts, etc. Report and track Workers Compensation and Liability/Property /Auto (LAP) claims.
19. Follows all policies as set forth in the Town's Financial Procedures
20. Perform special assignments/projects as directed by the First Selectman.

The duties listed above 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.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

This position receives immediate supervision from the First Selectman.

QUALIFICATIONS/SKILLS

1. High School Diploma or equivalent, or at least two years demonstrated competency in an office or administrative position.
2. Excellent customer service skills: ability to interact positively with and clearly transmit information to the public and other Town Hall staff.
3. Excellent language skills, both oral and written, and capable of maintaining confidentiality.
4. Typing skills of at least 45 wpm.
5. Proficiency in Microsoft Office Suite including Word, Excel, Access, and Publisher.

6. Proficiency in email systems including use of attachments.
7. Ability to operate office equipment, for example: multi-line phone system, copier, fax, computer/printer/scanner
8. Attention to detail, ability to work independently and with minimal supervision.
9. Ability to handle a variety of tasks simultaneously.
10. Ability to establish and maintain systems to organize paper and electronic files and data.
11. Ability to acquire a working knowledge of regulations and legal requirements pertinent to the position. Familiarity with local government structure/town hall operations is helpful.

TOOLS AND EQUIPMENT USED

Telephone system, computer, scanner, fax, and copier.

PHYSICAL DEMANDS

1. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
2. While performing the duties of this job, the employee is frequently required to walk, climb stairs, stand, talk, hear, or sit.
3. The employee must occasionally lift and/or move up to 30 pounds.
4. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

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

WORK ENVIRONMENT

Typical Office

HOURS

This is a 26 hour per week position. Usual hours are the normal Town Hall business hours: Monday, Tuesday, Thursday: 9am-3pm and Wednesday 12pm-8pm.

Additional weekly hours may be required for any meetings the First Selectman requires the Administrative Assistant to attend.

COMPENSATION

1. This is an hourly paid position; hourly wage is determined by the BOS.
2. Benefits include holidays, vacation, sick and personal time as negotiated with the First Selectman.
 - Any travel required is compensated at the prevailing IRS rate.
 - Breaks and lunch/dinner are paid time.
3. If, by request of the First Selectman, this employee works more than 40 hours in one week, the time worked beyond 40 hours is paid at a rate of 1.5 times the regular hourly rate.
4. Pay period is bi-weekly
5. There are no health or retirement benefits associated with this position.

The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.