

Job Description: Receptionist / Administrative Assistant

EEOC CATEGORY: Office and Clerical

FLSA: Nonexempt

EXPECTED HOURS: This is a part-time position:
10 hours/wk with flexibility for additional hours

PAY RANGE: \$9-12/hour

SUMMARY OF POSITION

General administrative duties; greets walk-in customers/citizens; answer phones and direct inquiries; This position is highly visible involving constant contact with the public, council and board members, vendors, media, etc.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: City Secretary
2. Directs: This is a non-supervisory position.
3. Other: Has contact with the general public; Mayor and Council; other City Employees, Volunteers

EXAMPLES OF WORK

Essential Duties*

Greets public in person and on telephone, answers questions, handles complaints, and directs to other parties when necessary;

Maintain established records and files; prepare reports and other documents neatly and accurately, assists the City Secretary with the creation and distribution of backup material; assists the City Secretary with tasks as assigned;

Assisting in the day to day operations of the office.

Other Important Duties*

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: general office practices and procedures, Microsoft Office software

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Receptionist Job Description

including Word and Excel, internet navigation and researching skills

Skill/Ability to: demonstrate proficiency in both oral and written communication; maintain established records and files; type accurately at a speed of at least 40 words per minute; operate standard office equipment, including copier, fax machine, calculator, and computer using standard word processing, spreadsheet, and data inquiry software; apply correct business grammar, spelling, and punctuation; and establish and maintain effective working relationships with other city employees, outside agencies, city officials, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus one year of clerical experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Must be able to pass criminal history background check and pre-employment drug screening.