

TOWN OF EAST WINDSOR

Job Description



DEPARTMENT FIRST SELECTMAN'S OFFICE

TITLE ADMINISTRATIVE ASSISTANT

POSITION GOAL

Works under the general direction of the First Selectman, performing confidential secretarial and administrative services in the First Selectman's office. Work may involve providing assistance to Town officials and other governmental and private agencies and the general public. Work assignments are generally given with broad statements of objectives and performed with a considerable degree of independence. Must exercise mature judgment and decision making in daily activities. Must have exceptional written and oral communications skills.

PRIMARY DUTIES

- Receives oral or written instructions from the First Selectman; plans and organizes work according to established or standard office procedures;
- Screens telephone calls, greets visitors and ascertains nature of business. Provides general information on departmental services and basic Town information, if unable to provide appropriate information then refers complex issues or questions to appropriate person/department. Assists Town Boards and Commission as needed;
- Responsible for the organization of Town meetings, Board of Selectmen meetings; including researching, preparing and legally posting agendas and minutes;
- Attends Board of Selectmen meetings to perform recording secretary duties;
- Handles and prepares highly confidential correspondence, reports and records for First Selectman from rough copy, as well as composing and typing routine correspondence and reports;
- Provides and coordinates information to be posted on Town website;
- Accountable for distribution and return of Town issued equipment, e.g. cell phones, keys;
- Responsible for maintaining and updating office procedural manual for Administrative Assistant position and assists Human Resources with the Employee Handbook and;
- Provides Human Resource support as needed;
- Assists with coordination of hiring process, maintains Town employee personnel files, administers Town drug testing program, assists with administration of Town's Workers Compensation program and maintains files including filing of yearly EEO report;
- Serves as contact for employee insurance providers;

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ADDITIONAL DUTIES

The above describes the most significant duties performed and are not to be considered a detailed description of every duty that is required of the position. Other related duties may be assigned as needed;

In absence of Administrative Assistant to First Selectman, provides support as needed.

SUPERVISED BY

First Selectman

QUALIFICATION PROFILE

Associate degree in Administrative Assistant or Business Administration, five years' experience in secretarial or office administrative work, or any equivalent combination of training and experience that provides the following knowledge, abilities and skills:

Observes strict confidentiality in maintaining restricted files, records and information, and recognizes and protects confidential communications from disclosure;

Must have strong organizational skills;

Thorough knowledge of office practices and procedures including the operation and care of standard office equipment; business english, grammar, punctuation and math; and computer software as applied to office applications, including Microsoft Word, Excel and PowerPoint.

Ability to:

- Operate computers and various other office machinery in a proficient manner;
- Organize and express thoughts and ideas orally and through written communications;
- Exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures;
- Prioritize, organize and perform work independently;
- Prepare statistical and financial computations;
- Plan and maintain record keeping systems;
- Compose and prepare effective correspondence;
- Establish and maintain effective working relationships with other employees, public officials and the general public, and to effectively and discreetly convey information;
- Perform special assignments and routine administrative functions as required;
- Attend Board of Selectmen meetings to perform recording secretary duties.

LICENSE AND CERTIFICATION

Not applicable

PROBLEM SOLVING/DECISION MAKING

Problem solving conducted on a daily basis.

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PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

This is a non-union confidential position.