



JOB DESCRIPTION

Job Title: Administrative Assistant

Department: Administration

Supervisor:

Wage: \$10/Hour 29 Hours

Date Prepared:

Employee's Name:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Mayor's Signature: _____

Date: _____

GENERAL SUMMARY:

The Administrative Assist performs secretarial duties for Wellington City and Wellington Police Department, including but not limited to receipting payments, answering phones, greeting visitors. Assist in maintaining Utility Accounts and preparing monthly billing. Collects and sorts mail on a daily basis.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- High-school diploma required.
- Minimum of two (2) years previous secretarial experience preferred.
- Must be computer literate and able to type 40 WPM
- Knowledge of general office practices and procedures
- Ability to communicate verbally and in writing
- Ability to maintain records, files, and reports
- Must be detailed oriented and able to prioritize work
- Must be professional and pleasant in dealing with people

ESSENTIAL FUNCTIONS:

Assist in receipting Utility Payments received at the counter, over the phone, and via mail daily;

Receipts other fees collected at the counter such as dog licenses fees, business licenses fees, etc. Balances cash drawer daily at the end of the day, and verifies all payments receipted through Xpress Bill Payment.

Receives requests for service at the counter and over the telephone from residents and creates an IWORQ order for same. Distributes the order to the proper city personnel for investigation and remedy. Tracks all orders for verification that they have been addressed satisfactorily.

Assist with inputting dog license information on the City's Dog License software, notifying residents of license renewal yearly, verifying all licensed dogs have rabies vaccinations and that the city has the rabies tag number on file.

Inputs data for new Utility accounts or terminates accounts as need

Coordinates with City Sanitation for the placement/collection of garbage receptacle's at residential locations

Assist in the preparation of the City's Monthly Utility Bills

Collects and sorts mail on a daily basis. Will also assists Mayor, City Treasurer, and City Recorder in preparing various documents for mailing

May assist on occasion with data entry for City Cemetery Records

May assist on occasion with data entry for City Business License Records

Answers questions of public at the counter and on the phone

Handles all GRAMA requests for attorneys, insurance, etc

Responsible for handling, distributing and logging into computer civil papers

Assists to maintain orderly records of evidence collection and retention

Assists to receive evidence through intake lockers; sort evidence and properly place it in protective storage

Maintains security and integrity of records and files

Maintain a clean work environment

Other duties as assigned

PHYSICAL DEMANDS

WORKING CONDITIONS:

Work Environment: Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and some discriminating thinking.

DISCLAIMER:

The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions