

Village of New Concord - Administrative Assistant Position Description

General Description:

Administrative Assistants are employed by the Village to serve the residents and taxpayers of New Concord. Administrative Assistants shall project a professional image for the village when greeting customers. As a public servant it shall be his/her duty to respect the opinions, suggestions and perspectives of all citizens. Administrative Assistants shall be supervised by the Village Administrator. He/she will be responsible for completing all duties assigned by the Village Administrator.

Duties/Responsibilities:

Duties include performing administrative and office support activities of the Village Administrator and Fiscal Officer. Administrative Assistants shall assist with Village Hall front desk operations including answering telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Requires strong computer and Internet research skills, experience navigating social media and some project coordination experience preferred. Must be flexible and have excellent communication and interpersonal skills. Must have the ability to work well with all staff, management and elected leadership, as well as outside vendors. Sensitivity to confidential matters may be required.

The Administrative Assistant will also provide support to department heads, communicate and coordinate activities with operators as needed, communicate with council members and the mayor and coordinate committee meetings. Additionally, the Administrative Assistant will have responsibility for the Village's water/sewer utility billing system including: preparing, printing and distributing bills; receiving, depositing, reconciling and accounting for funds; and assuring that all accounts are in compliance with village policies and audit requirements.

The Administrative Assistant may be required to attend Village Council, Planning Commission, court, and other meetings and may be also required to prepare minutes.

Qualifications/Requirements:

Shall be bondable

Shall not have been convicted of any felony or any misdemeanor involving theft

Shall have a good employment history

Shall live within 30 minutes of the Village and have dependable work transportation

Shall be able to operate basic computer hardware

Shall have knowledge of basic bookkeeping and accounting procedures

Shall have ability to take initiative in resolving citizen's complaints

Shall have ability to work efficiently in a busy office environment

Shall have the ability to understand laws and apply basic Village policies

Shall have working knowledge of or ability to learn the following software programs:

*Microsoft Office

- *Data backup programs
- *Utility Billing, Mayor's Court, Income Tax, payroll & Budgetary systems
- *Payroll Software and reporting
- *Basic Accounting Programs including spread sheets and graphs (i.e. Excel)
- *Court & Citation Software
- *Communications programs