



Administrative Assistant

Town of Medley

GENERAL SUMMARY:

To provide detailed, thorough support and assistance for the CPED department. Primary concentration on coordinating and maintaining documentation, organization, correspondence, and communications to achieve compliance with consultants, contractors and vendors.

SUPERVISION RECEIVED AND EXERCISED:

This position is classified as Part Time nonexempt. Report directly to the CPED Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of administrative, and clerical functions relative to the needs of the department.
- Organizing and coordinating meetings.
- Reviewing files and records to answer requests for information
- Collecting, filing, and organizing office documents, such as reports and contracts
- Receiving, sorting, and distributing incoming mail
- Maintaining filing systems
- Photocopying, scanning, and faxing
- Preparing and sending outgoing mailings and packages
- Typing documents and correspondence
- Updating and maintaining databases
- May assist in the production of agenda packages for Town Council Meetings
- Monitoring and ordering inventory of office supplies
- Transcribing or taking notes during meetings and writing minutes, memos and/or agendas
- Performs any other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong writing, editing, and proofreading skills.
- Strong communication skills.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.

MINIMUM EDUCATION AND TRAINING:

- High School Diploma or equivalent Required, Preferred two years college degree.
- Previous experiences is Preferred.
- Must possess and maintain a clean and valid driver's license.

PHYSICAL DEMANDS:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, sit, write, hear, speak and be required to exert 10 to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May require picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling. Specific vision abilities required by this job include close and distance vision, peripheral, and depth perception. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Work is performed primarily in an office environment that requires the employee to be sensitive to change and responsive to changing goals, priorities, and needs. All State, Local and Town rules must be followed as it pertains to public employees.