

**TOWN OF ESSEX
POSITION DESCRIPTION**

Title:	ADMINISTRATIVE SECRETARY
Departments:	Selectmen's Office; Public Works
Classification:	Hourly Staff, Level 3, Non-Exempt
Position Definition:	Performs administrative and secretarial work for the Selectmen's Office
Supervision Received:	Receives general supervision from the Selectmen's Office.
Supervision Exercised:	None.
Examples of Essential Duties:	<ul style="list-style-type: none"> ➤ Greets and assists the public in the Selectmen's Office and responds to incoming general phone calls; re-routes incoming calls as required. ➤ Word processes letters, reports and records from hand-written notes, rough copy or transcription equipment. ➤ Creates, organizes and maintains confidential information as directed. ➤ Maintains calendar for Town Hall functions and meeting room usage. ➤ Coordinates Main Street banner scheduling. ➤ Receives and processes Town Hall incoming mail and faxes. ➤ Provides administrative support to the Director of Public Works. ➤ Provides oversight of office equipment, including copier and postage meter supplies. ➤ Maintains availability of Town handouts and forms, such as: job, pistol permit, banner requests, conference room reservations, and Harbor Mooring applications. ➤ Must be able to provide high-level of customer service to the public and to effectively interact with co-workers.
Examples of Incidental Duties:	<ul style="list-style-type: none"> ➤ Maintains department files as directed. ➤ Performs backup or relief tasks to other departments as assigned. ➤ Makes recommendations for improvements in work procedures and coordination of inter-departmental activities. ➤ Performs special assignments as directed; including internet based information. ➤ Occasionally may be requested to drive and pick up supplies or materials.
Minimum Qualifications Required:	<ul style="list-style-type: none"> ➤ High school graduate supplemented by courses or experience in clerical work and office procedures. ➤ Three years of progressively responsible office administrative work using Microsoft Office and multibank phone systems. ➤ Equivalent combination of education and experience may be accepted. ➤ Successful completion of a Town administered office skills test using Microsoft Office tools, Town phone systems and other related administrative skills deemed appropriate prior to hire.

**TOWN OF ESSEX
POSITION DESCRIPTION**

<p>Knowledge, Skills, and Abilities:</p>	<ul style="list-style-type: none"> ➤ Experience handling incoming calls on a multibank phone system. ➤ Familiarity with the functions and responsibilities of local government. ➤ Thorough knowledge of Business English, spelling, arithmetic, and office practices and procedures. ➤ Competent working knowledge of Microsoft Office; high skill with Word and Outlook Calendar and average skill with Excel and PowerPoint. ➤ Ability to anticipate office needs and perform detailed work with little or no supervision. This includes following written and oral instructions, and dealing with a variety of responsibilities at the same time. ➤ Ability to establish and maintain complex files and records systems. ➤ Ability to efficiently schedule and coordinate meetings and events, and process paperwork accurately and efficiently. ➤ Ability to maintain effective working relationships with employees; and to respond positively to members of the public. ➤ Demonstrated ability to use internet tools to assist in gathering information as required.
<p>License or Certification:</p>	<p>Certification in Microsoft Office highly desirable. Candidates will be tested for proficiency in Microsoft Office in lieu of Microsoft Office Certification prior to placement.</p> <p>Connecticut Motor Vehicle Operator's license is required.</p>
<p>Physical, Mental Exertion/Environmental Conditions:</p>	<p>Performs duties in an office environment. Routinely exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move light to medium weights – such as ledgers, office supplies, etc. Uses repetitive motions in operating office equipment, such as keyboards, calculators, fax machines and copiers. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. There is periodic stress in interacting with the public and deadlines.</p>
<p>Note:</p>	<p>The above tasks and responsibilities are illustrative only. They are not meant to include every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.</p>