



Robert V. Scalise
Director of Human Resources

City of Meriden, Connecticut

Department of Human Resources

CITY HALL
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July 19, 2021

VACANCY ANNOUNCEMENT

PROMOTION/TRANSFER

VACANCY: Administrative Services Assistant
Full Time – 40 hours per week

SALARY: 31G - \$24.26 to \$35.02 per hour (hired before 7/1/03)
\$24.26 to \$32.98 per hour (hired after 7/1/03)

NATURE OF WORK: See Attached Job Description

QUALIFICATIONS: An associate's degree in business administration or accounting plus three years of progressively responsible experience in municipal accounting or finance including the use of computer applications, or an equivalent combination of education and qualifying experience substituting on a year – for – year basis.

HOW TO APPLY: Apply on line at <https://tinyurl.com/meridencareers> or you can e-mail your application/transfer form to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street..

LAST DATE TO APPLY: July 27, 2021

E.O.E.

Administrative Services Assistant

General Description

This is varied and complex administrative work involving the performance of a wide range of financial, data processing, program administration and related office duties.

Work involves responsibility for providing a high level of financial and administrative assistance for a primary administrator. Duties include preparing budgets, monitoring grant funds, using computer software to create and maintain financial records and preparing reports. This position also has the responsibility for making difficult accounting decisions. The work requires that the employee have good knowledge of, skill and ability in municipal accounting procedures, computer applications and administrative techniques.

Supervision Received

Works under the general supervision of a Director or primary administrator.

Examples of Duties

Drafts budgets for unit operations or programs and controls and accounts for expenditures within fund allocations. May attend public hearings regarding budget and respond to questions and requests for additional information.

Administers departmental programs, maintaining case history records on a computer. Maintains contact with participants, explaining programs and requirements. Provides support to committees and participants throughout the approval process.

Prepares a wide variety of reports containing detailed financial and statistical information. Extracts information from a computer database and modifies or designs computer software to meet special information needs.

Drafts budgets for grant funds. Keeping related ledgers and prepares monthly and quarterly reports regarding the expenditure of grant funds.

Ensures the accuracy and completeness of employee records including evaluations, payroll and attendance records, licensing information and accident reports.

Responds to employees' questions regarding union contracts and city personnel policies.

Performs office support functions including maintaining office equipment. Answering phones, typing correspondence and ordering and receiving office supplies.

Performs related work as required.

Administrative Services Assistant (continued)

Knowledge, Skills, and Abilities

Considerable knowledge of accounting practices and principles as related to the use of federal, state and city funds.

Good knowledge of the use of personal computers and proficiency in the use of software applications.

Good knowledge of public administration principles and practices as applied to a specialized work unit.

Good ability to communicate orally and in writing and to coordinate technical and specialized operational and administrative activities.

Good ability to administer policies and procedures including scheduling, budgetary work, day – to – day problem solving and report writing.

Considerable ability to establish and maintain effective working relationships with co-workers, contractors, lawyers, bankers, other city departments and the general public.

Qualifications

An associate's degree in business administration or accounting plus three years of progressively responsible experience in municipal accounting or finance including the use of computer applications, or an equivalent combination of education and qualifying experience substituting on a year – for – year basis.

Special Requirements

None