

January 9, 2019

VACANCY ANNOUNCEMENT  
PROMOTION/TRANSFER

VACANCY: Administrative Assistant – Fire Department  
Full Time – 40-hour work week

WAGES: 31G \$23.39 to \$31.79 (hired after 7/1/03)  
\$23.39 to \$33.76 (hired before 7/1/03)

NATURE OF WORK: **Please read the attached job description**

QUALIFICATIONS: A high school diploma or the equivalent plus six years of progressively responsible clerical and accounting experience including public contact and at least four years of experience as a secretary, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

HOW TO APPLY: Applications for Promotion/Transfer are available in the Personnel Department, Room #235, City Hall.

LAST DATE TO APPLY: Thursday, January 17, 2019.

## **Administrative Assistant**

### **General Description**

This is a highly responsible administrative and secretarial work involving a wide range of typing, scheduling, reception and financial duties.

Work involves responsibility for providing secretarial and administrative support for a municipal department or division. Duties include typing a variety of materials including confidential items, keeping accounts and records, maintaining records of financial transactions, overseeing clerical staff and budget monitoring. This position also has the responsibility for making difficult administrative and work priority decisions. The work requires that the employee have thorough knowledge, skill and ability in all aspects of administrative and general office procedures.

### **Supervision Received**

Works under the general supervision of a primary administrator or municipal official.

### **Examples of Duties**

Performs a wide range of financial duties. Checks invoices, submits bills, posts and balances account ledgers, prepare reports on status of accounts. May also monitor budgets.

Keeps personnel records and submits payroll records for payment. Tracks employee attendance, disciplinary actions and evaluations.

Types or word processes correspondence, information on forms, reports, and statistics from rough draft or own compiled information.

Maintains files and filing systems.

Answers telephone and directs callers, takes messages, including those in confidence, or answers procedural questions. Screens, greets, directs and announces visitors.

Performs wide range of posting, tabulation and calculating. Maintains complex records and accounts.

Processes forms and documents within established procedures. Checks for adherence to requirements and accepted practice. Prepares materials for meeting and legal requirements.

Maintains event calendars and calendars or logs of own tasks. Schedules routine and special meetings.

## **Administrative Assistant (continued)**

### **Examples of Duties**

Composes routine and specialized correspondence and documents from notes, verbal instructions or standard text.

Oversees work of lower clerical classifications, as assigned.

Performs related work as required.

### **Knowledge, Skills and Abilities**

Thorough knowledge of general office procedures.

Thorough knowledge of the operation of standard office machines.

Thorough knowledge of business English.

Considerable knowledge of general accounting procedures.

Skill in typing at the net rate of 60 wpm.

Thorough ability to follow oral and written instructions and to maintain information in confidence.

Thorough ability to perform administrative procedures and to coordinate the activities of immediate supervisor.

Thorough ability to learn the operations of the assigned department.

Considerable ability in oral and written communications.

Considerable knowledge of personal computers, MS Word, Excel and E-mail.

Considerable ability to establish and maintain effective working relationships with co-workers, city officials. Representatives of governmental and other agencies, and the general public.

**Qualifications**

A high school diploma or the equivalent plus six years of progressively responsible clerical and accounting experience including public contact and at least four years of experience as a secretary, or an equivalent combination of education and qualifying experience substituting on a year – for - year basis.

Must have a valid CT driver's license

**Special Requirements**

None