

ADMINISTRATIVE ASSISTANT

Definition

Responsible secretarial, clerical and administrative work in assisting in the administration of a department(s), major boards or committees; all other related work as required.

Supervision

Works under administrative direction, generally setting own daily work plan and choosing between appropriate courses of action to achieve defined objectives; refers only unusual cases to supervisor.

Performs a variety of secretarial, clerical and administrative duties requiring the exercise of considerable judgment, a broad knowledge of department operations, and the ability to work with numerous interruptions; is responsible for carrying through entire functions of considerable importance to the office.

Job Environment

Performs work under typical office conditions; work environment is typically quiet.

Operates typewriter, personal computer including word processing, copier, facsimile machine, calculator, and other standard office equipment.

Makes frequent contacts with other departments, government agencies, vendors, engineers, attorneys, and representatives of outside organizations; contacts with the public require considerable patience and courtesy.

Errors are sometimes difficult to detect, and could result in legal and financial repercussions, considerable confusion and delay and adverse public relations.

Essential Functions

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Organizes and manages the offices of the Planning Board, Board of Appeals and Conservation Commission.

Prepares all billing invoices for board signatures; screens telephone messages, handles situations which require discretion and priority; handles all filing fees for remittance to the Town Treasurer.

Exercises responsibility for the maintenance, either manually or by computer, of important

Ayer, Massachusetts
Administrative Assistant

departmental records requiring the careful recording, classification and compilation of information; posts and records information; updates data; checks, sorts, records and files various materials.

Provides professional advice to supervisor; advises on administrative problems, acts as liaison with other departments, and consults as necessary with other agencies.

Communicates official plans, policies and procedures to the general public.

Publishes meeting and hearing notices; notifies abutters as required by statute and regulation; posts agendas and prepares meeting packets for board members; prepares and organizes all meetings of the Planning Board, Board of Appeals, and Conservation Commission within mandated time lines; takes minutes at all meetings; transcribes and types notes; prepares decisions and findings for Town Clerk and distributes to local and state agencies and departments.

Establishes and maintains an accurate filing system; schedules appointments as needed.

Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs.

May maintain records related to the department's budget; is responsible for budget details, accounts and summaries; monitors expenditures and balances within accounts; prepares monthly, annual and quarterly reports; prepares purchase orders; orders supplies.

Types from copy, rough draft, or general instructions a variety of documents which may include, but not be limited to, correspondence, memoranda, meeting and legal notices, orders, vouchers, purchase orders, reports, newsletters and agendas.

May be required to attend special meetings and work on special projects; performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Associate's Degree in paralegal, secretarial science, liberal arts, business management or other related field, including three years experience in general clerical and secretarial work, with government experience preferred; or any equivalent combination of education and experience.

Knowledge, Ability and Skill

Knowledge. Thorough knowledge of office practices and procedures. Thorough knowledge

of departmental regulations, policies and operations.

Ability. Ability to organize time, work independently and accomplish tasks despite frequent interruptions. Ability to maintain detailed budget accounts, financial records, and clerical records. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public. Ability to communicate effectively verbally and in writing. Ability to operate various types of office equipment.

Skill. Excellent secretarial skills. Skill in the operation of the above listed tools and equipment.

Physical Requirements

Minimal physical effort generally required. Ability to operate a keyboard at efficient speed and view computer screens for extended periods of time. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)