



Town of Ignacio
Job Description

ADMINISTRATIVE ASSISTANT

Supervisor: Clerk/Treasurer
Department: Administration
Date Created: 08/16/2021

FLSA Status: Non Exempt
Position Status: Part Time

POSITION SUMMARY: Performs a variety of customer service related duties in the management of the Town's government.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives all payments from customers and manages cash drawer in accordance with Town procedures.
- Reconciles daily revenue and makes daily bank deposits when scheduled. Delivers cash deposits to bank on a weekly basis.
- Assists with mailing utility bills, newsletter, late payments and other correspondence.
- Assists with all license (i.e. business, contractor, vendor, dog) issuance and procedures.
- Coordinates reservations and usage of Shoshone Park and Community Room.
- Answers all phone calls and routes to appropriate department.
- Serves as Notary Public for public and Town matters.
- Picks up daily mail and sorts and processes in accordance with Town procedures. Posts Town Board and Planning Commission meeting agendas per direction of Town Clerk.
- Creates action minutes for all Planning Commission meetings.
- Provides public records and information to the public upon request.
- Handles coordination of Gas Leak Emergencies/maintenance requests as needed.
- Maintains forms and documentation for the Public Works Department.
- Fields police requests for VIN inspections.
- Assists Town Manager, Chief of Police, Public Works Director, and Clerk/Treasurer as needed.
- Performs other job related duties as required or requested.

QUALIFICATIONS

- High School Diploma or GED equivalent required.
- Working knowledge of computers and cash register.
- Skills in operating personal computer, word processing, excel, cash register, 10-key calculator, phone systems, fax machine and copy machine.
- Must possess valid Colorado State driver's license and be insurable under the Town vehicle insurance policy.

LANGUAGE SKILLS: Must have the ability to communicate clearly and accurately, orally and in written format. Fluency in Spanish is desired.

MATHEMATICAL SKILLS: Must have the ability to perform arithmetic computations accurately and quickly.

REASONING ABILITY: Must have the ability to establish and maintain effective working relationships with town officials, staff, co-workers, and the public.

CUSTOMER SERVICE: Must have the ability to answer questions to the satisfaction of the customer and the ability to resolve minor conflicts.

PHYSICAL REQUIREMENTS:

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk, use hands to operate, finger, handle or feel objects, tools or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Adequate hearing is required to hear/talk with all individuals and to use communication devices and telephones on a consistent basis.

WORK ENVIRONMENT:

- Noise level in the work environment is usually moderately quiet.
- Work will involve communication with the public and town employees on a daily basis, including telephone and face-to-face interaction.



STATEMENT OF UNDERSTANDING

Administrative Assistant

I have read and understand the above position descriptions. I assert that I am able to perform the essential job functions, meet the physical requirements of this position, and satisfy the expectation for regular attendance.

Employee Signature

Date

Supervisor Signature

Date