

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