



Town of Danville

ADMINISTRATIVE SECRETARY (Finance & Transportation Department)

DEFINITION

Secretarial support to the Finance and Transportation Department staff; organized, detail oriented, accurate and adept with using computer software. Perform routine correspondence, field public inquiries, maintain departmental files consistent with records retention policy; schedule appointments and meetings, procure supplies, assist with data entry and provide support related to the review, production and distribution of staff reports. Specific to the Finance Department, provide accounting support to perform general and routine accounting duties in the maintenance and processing of a variety of accounting / financial records on computerized systems. Specific to the Transportation Department, assist in the compilation and mailing of public notifications and the development of Plans & Specifications for capital projects. Performs assigned duties with only occasional instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from Finance Director and Transportation Director as necessary. No supervisory duties assigned to this position.

ESSENTIAL JOB FUNCTIONS / DUTIES:

- Perform general clerical duties related to assigned functional area, including formatting, copying, collating, compiling, binding and distributing simple and complex reports
- Sort and distribute mail
- Schedule meetings and appointments for assigned staff and maintain MS Outlook calendars
- Order, maintain, and stock inventory of supplies and forms
- Type, format and edit letters, memoranda, staff reports, marketing materials, and public notifications and other documents relating to the Finance and Transportation Departments
- Organize duties and determine priorities for multiple tasks in order to meet assigned deadlines
- Answer inquiries and represent the Finance and Transportation Departments by telephone and in person, receive all incoming calls from the Finance Department main number and direct them to the appropriate person
- Work cooperatively with other departments, outside agencies, and the public
- Compile and maintain complex, extensive paper and electronic records and files; act as a resource for other employees on material in files and records maintained or processed

- Gather statistical information for CAFR document from outside agencies.
- Assist in preparation of Budget and CAFR documents
- Assist with simple analysis as needed such as entering data and creating simple charts in a MS Excel spreadsheet or entering data in the enterprise wide financial software
- Log in all cash receipts and building permits by number and date
- Administer State Mandated Cost Claims Reporting quarterly
- Match checks with back up and prepare for mailing
- Assist with annual Audit, type letters, retrieve documents
- Assist in the compilation and mailing of public notifications
- Provide administrative support in the development of Plans & Specifications for capital projects
- Provide administrative support in the review and editing of marketing materials
- Maintain professional appearance of departmental common areas and lock department area in evening as directed
- Maintain office equipment in working order
- Understand the organization and operations of the Finance Department and Town as necessary to carry out responsibilities
- Understand and apply operating rules and procedures of department and Town
- Performs duties within OSHA standards.
- Other duties as assigned

QUALIFICATIONS / PREREQUISITES

Knowledge:

Intermediate knowledge of Adobe Acrobat and MS Office including Outlook, Word, Excel, PowerPoint and Access. Working knowledge of enterprise wide financial software preferable.

Bookkeeping principles and procedures; business mathematics; correct English usage; spelling, grammar, and punctuation; filing and record keeping systems. Type accurately at 45 words per minute.

Ability to:

Communicate clearly and effectively, in both oral and written form; understand and follow a variety of instructions in both oral and written forms and with minimum supervision; apply operating rules and procedures of assigned department; establish and maintain effective work relationships with those contacted in the performance or required duties; maintain financial records and general filing systems; understand and perform routine accounting procedures; be proficient with, and able to assimilate upgrades to, a variety of computer software programs, operate standard office equipment and machines. Ability to manage multiple tasks, meet deadlines and work under time constraints. Consistently perform accurate, detailed work.

EXPERIENCE and EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be one year of experience performing duties comparable to those of Secretary II and one year of experience performing standard bookkeeping duties.

Experience:

Four years of experience performing standard clerical and secretarial duties.

Experience with Microsoft Office software. One year of experience performing standard bookkeeping duties.

Education:

The equivalent of the successful completion of twelfth grade supplemented by specialized classes in secretarial skills, office procedures, computer training, and specialized training related to accounting.

Updated: August 2010