



Town of Danville

ADMINISTRATIVE ASSISTANT

DEFINITION

Perform a wide range of administrative and office support activities for the department and/or managers and supervisors to facilitate the efficient operation of the organization. The incumbent should be organized, detail oriented, accurate and adept with various computer software. Perform routine correspondence, field public inquiries, maintain departmental files consistent with the Town's 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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel. May exercise technical supervision over other clerical positions.

ESSENTIAL JOB DUTIES

Essential duties may include, but are not limited to the following:

- Perform general clerical duties related to assigned functional area, including formatting, copying, collating, compiling, binding and distributing simple and complex reports
- Type, format and edit letters, memoranda, staff reports, marketing materials, and public notifications and other documents.
- Compile and maintain complex, extensive paper, and electronic records and files; act as a resource for other employees on the material in files and records maintained or processed
- Assist with simple analysis as needed such as entering data and creating simple charts in Excel spreadsheets or entering data in the enterprise-wide financial software
- Order and maintain office supply inventories and ensure office equipment in working order
- Determine and manage priorities for multiple tasks to meet assigned deadlines
- Open, sort and distribute incoming correspondence or mail
- Schedule and coordinate meetings as required
- Work cooperatively with other departments, outside agencies, and the public
- Assist in the compilation and mailing of public notifications
- Provide administrative support in the review and editing of marketing materials
- Maintain professional appearance of departmental common areas and lock department area in the evening as directed
- Understand the organization and operations of assigned 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

Knowledge of:

- Intermediate knowledge of Adobe Acrobat and MS Office including Outlook, Word, Excel, PowerPoint, and Access
- Working knowledge of enterprise-wide financial software preferred
- Bookkeeping principles and procedures; business mathematics
- Strong command of English language; spelling, grammar, and punctuation
- 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 oral and written instructions with minimal supervision
- Apply operating rules and procedures of assigned department
- Establish and maintain effective work relationships with colleagues
- 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.
- 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:

Experience:

Four years (4) of experience performing duties comparable to those of an Office Assistant, including one year of standard bookkeeping duties.

OR

Two years (2) of experience performing standard clerical duties, including usage of Microsoft Office Suite.

Education:

The equivalent of the successful completion of twelfth grade; college degree preferred.

Updated: May 2019