



JOB DESCRIPTION: Part-Time Administrative Assistant
(Anticipated: 20-29 hours per week)

JOB TITLE:

Administrative Assistant – PT (non-exempt)

OBJECTIVE:

Performs a variety of clerical, secretarial, and administrative support functions in furtherance of daily operations of the City.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Receives immediate supervision from the City Administrator/Clerk-Treasurer.
2. Directs: Does not supervise any employees.
3. Department: City Administrator / Clerk-Treasurer

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position engaged in daily office operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answers phones and greets visitors, provide information and assistance.
2. Performs basic duties of City Administrator/Clerk-Treasurer in their absence.
3. Provide assistance with coordination of electronic ambulance billing and collections.
4. Provide administrative support to various City departments as needed.
5. Assist in maintenance of records for payroll.
6. Maintains confidentiality on all sensitive information.
7. Utilizes a variety of computer applications in support of work assignments.
8. Issues burning permits, animal licenses, and provides other license applications as requested.
9. Collects mail on daily basis.
10. Composes, edits, and proofreads a variety of correspondence, policies, and reports as needed.
11. Assists with filing and records maintenance.
12. Assists with scheduling use of City facilities.
13. Perform Notary services as required for City and maintain records of same.
14. Plan, coordinate, and assist with special events and activities as directed.

PERIPHERAL DUTIES

Position will require additional hours during absence of the City Administrator/Clerk-Treasurer. Performs other related duties as assigned or which are reasonably related to the essential functions of the job.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High school diploma or equivalent.
2. Valid Minnesota driver's license.
3. One year or more of related experience.

Necessary Knowledge, Skills and Abilities:

1. Thorough knowledge of office practices and procedures.
2. Skill and proficiency in operating computers.
3. Ability to operate various office equipment including copier, fax, and adding machine.
4. Excellent verbal and written communication skills.
5. Ability to communicate effectively.
6. Ability to perform general clerical work requiring a high degree of accuracy.
7. Ability to deal confidently and effectively with members of the public, in person, over the telephone and in writing.
8. Ability to research and analyze data, determine alternatives and make recommendations.
9. Basic knowledge of City operations, policies, and ordinances.
10. Ability to work independently, with only general direction.
11. Ability to multi-task and prioritize for deadlines.
12. Ability to be detail-oriented.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires a modest amount of physical effort involving many types of movement such as lifting, bending, and twisting. The employee will sit for several hours of the day, will use hands to operate office equipment, and may at times be required to stoop, kneel, squat, bend, and crouch. The employee will occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be working inside. Travel, consisting of short trips, may be required for banking and mail collection and delivery.

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

NOTE: The 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.

NOTE: The City of Truman is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TERMS AND CONDITIONS OF EMPLOYMENT

Terms and conditions of employment will be subject to the Personnel Policy of the City of Truman as currently existing and as hereafter modified from time-to-time. Pay is dependent upon experience and qualifications as reviewed at the time of hire and thereafter. If employment with the City is offered, a formal letter outlining terms and conditions of employment in more detail will be provided along with a copy of the Personnel Policy.

To obtain an application, inquire in person at City Hall or email bethanie@trumanmn.us
Applications can be emailed, mailed or dropped off at City Hall located at:
101 East Ciro Street Truman, MN 56088.