

## TOWN OF BRISTOL

### Job Description

#### **Administrative Assistant**

**Job Summary:** The Administrative Assistant is an individual who works primarily with the Town Administrator and Town Clerk/Treasurer. This person is the individual who works as a liaison between all departments and the public on a daily basis. The Administrative Assistant is a self-motivated problem-solver who takes direction well and has both excellent written and verbal communication skills.

#### **Essential Duties & Responsibilities:**

1. Assist any customers with payment of water bills, tax bills, sewer bills, purchasing landfill coupons, purchasing recycling stickers, buying dog licenses, notarizing signatures, payment of clerk fees, registering to vote, collecting recreation registrations and money, sell Great Escape tickets in summer months, completing temporary DMV registrations, collect zoning permit applications, and help researchers with vault information.
2. Complete basic office secretarial duties that include but are not limited to the following: answering the phone, copying, ordering supplies, typing, computer assistance, getting the mail, and filing.
3. Work with each department to process and organize their accounts payable on a bi-weekly basis.
4. Knowledge of the current Health Insurance policy plus awareness of upcoming changes in Health Insurance, Short Term Disability Policy, Long Term Disability Policy and Life Insurance Policy, while being able to answer questions from staff on an as needed basis.
5. Ability to count cash and handle checks on a daily basis.
6. Help the Town Clerk/Treasurer mail water and sewer bills on a quarterly basis and tax bills on an annual basis.
7. Capable of reconciling the cash drawer daily, landfill deposit, landfill coupons quarterly and landfill stickers quarterly.
8. Completes the monthly vital records for the Town.
9. Ability to take meeting minutes for any board necessary.
10. Completes any other duties as assigned.

**Qualifications:** Associate or Bachelor's Degree preferred. Two years of experience in local government or customer service. A combination of the above qualifications or other qualifications may be acceptable as determined by the Selectboard.

**Knowledge, Skills and Abilities:**

- Ability to multi-task;
- Knowledge of how municipalities operate;
- Ability to work as support staff with all departments on an as needed basis;
- Ability to positively interact with the general public, other town officials and employees, volunteers and the media;
- Understanding of checks and balances and basic bookkeeping;
- Ability to work independently without instruction;
- Ability to listen and accept constructive criticism;
- Ability to work in a group setting to get a large task completed;
- Knowledge of Microsoft Word and Excel;
- Knowledge of technology and ability to adapt to new technology if needed.

**Working Conditions:** This job is a full-time hourly position as defined in the Town's Personnel Policy. It is expected to be performed under normal office conditions. It is expected that this individual will work regular office hours (Monday thru Friday, 8-4:30). It is recognized that there could be time spent beyond regular office hours taking meeting minutes for select boards or commissions. Adopted by the Selectboard June 16, 2014.