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Job title	<i>Administrative Assistant</i>
Reports to	<i>Town Clerk</i>
Department	<i>Administration</i>
Classification	<i>Full-Time, Non-Exempt</i>
Salary Range	<i>\$15.96 - \$18.59, Hourly DOQ/E</i>
Benefits	<i>Health, Dental, Vision and Life Insurance, ICMA 457 Retirement, Paid Time Off</i>

Job Purpose

Under the direction of the Town Clerk, this position is responsible for performing complex and confidential support services for the various departments within the Town of Kersey. Support functions require writing, reporting, and strong communication skills. This position requires a high level of customer service skills, interacting with the public and other employees to achieve the essential functions of the job. Provide quality customer service to the Board of Trustees, Town staff, and the public. Provide administrative support to Department Directors, which may involve scheduling meetings, preparing materials, assisting visitors/ meeting attendees, and/or other various tasks. The Administrative Assistant is further responsible for ensuring proper compliance with all department and Town values, policies, procedures as well as applicable laws of the Town of Kersey, State of Colorado and the United States.

Duties and Responsibilities

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Kersey retains the right to modify or change the duties or essential functions of the job at any time.

- Coordinate incoming correspondence, visitors, and telephone calls;
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, and address complaints;
- Open, sort, and route incoming mail, answer correspondence, prepare and deliver outgoing mail to the post office;

- Perform bookkeeping work including, accepting payments, posting data, and preparing bank deposits;
- Oversee business license, sales tax license, fence permits, building permits, and/or other various permits and licenses.
- Provides information and assistance in building permitting process, processing forms and payments, communicating with the contracted inspection agency;
- Enter accounts payable;
- Manage monthly utility billing including posting meter readings, verification of accuracy, revision of errors, preparation of utility bills, post late fees (penalties), coordinate water service shut off, and other utility notices;
- Serve as a Notary of the Public, if not a Notary Public upon hire, ability to obtain full credentials as a Colorado Notary Public within 6 months of hire; and
- Other tasks as assigned.

Other Requirements

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations;
- Ability to read and understand written information. Ability to compose information and instruction in written form;
- Ability to translate verbal communication into effective written material, e.g. reports and other documents;
- Ability to use mathematical reasoning as necessary to carry out the budgeting regulatory requirements; and
- Ability to use memorization and analytical skills and apply results.
- Ability to use and apply technology.

Knowledge, Skills and Abilities

- Requires the ability to establish and maintain effective working relations with superiors, fellow workers and the public in respectful yet flexible manner. Must be able to demonstrate team leadership and management skills while maintaining a good attitude and courteous demeanor even during stressful or crisis situations. Should possess good decision and problem-solving skills. Must demonstrate sound work ethics as well as dedication to the position and the Town of Kersey while being consistent and fair;
- Strong written and verbal communication skills. Knowledge of the use of proper grammar, punctuation and spelling;
- Ability and skill to operate general office equipment such as computers, copy machines, printers, phone, fax machine and other general office equipment. Must be able to efficiently communicate by E-mail and conduct Internet research;

- Skilled in evaluating organizational operations and formulating recommendations;
- Ability to maintain confidentiality of confidential material and information;
- Ability to understand, interpret and codify Town ordinances, direction of superiors and participation in the retention, retrieval, organization and destruction of official records and documents; and
- Requires the ability to effectively speak in public settings, answer questions from the public, and successfully communicate the goals and directives of the Town Board and Town Manager.

Experience

High School diploma or general education degree (GED); and a minimum of one-year related experience and/or training; or equivalent combination of education and experience.

Municipal experience, and Caselle experience preferred.

Environmental Conditions

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Work environment is moderately noisy, must be able to perform duties while being constantly interrupted during the day.

Physical Requirements

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.

- Ability to lift or carry up to 40lbs. and to push or pull up to 60lbs;
- Ability to conduct activities involving balance, kneeling/bending, and reaching on a limited basis;
- Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones;
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to perform responsibilities of the position;
- Ability to use a computer for extended periods of time; and
- Ability to legally operate Town owned vehicles and equipment.

Supervision

Receives general direction from the Town Clerk.
