

NOTICE OF EMPLOYMENT OPPORTUNITY

Town of Colorado City

POSITION: **ADMINISTRATIVE ASSISTANT**

JOB DUTIES:

Administrative duties may include, but not be limited to:

Compose routine correspondence related to assigned responsibilities; type and proofread a wide variety of reports, letters, memos, forms, and statistical charts; type from rough draft, verbal instructions or recordings; may sign and distribute correspondence.

Compile and organize data and background material and prepare a variety of statistical, financial, operational and special project reports. Maintain a variety of statistical records; verify and tabulate basic statistical data.

Establish, organize and maintain filing systems; perform record keeping for various funds and expenditures; maintain inventory records and other department and program files; handle and maintain sensitive and confidential information and records.

Operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain electronic storage and filing.

Process personnel, payroll and purchasing information; order and maintain office supplies; resolve errors in orders received and on invoices.

Maintain calendars and schedules of activities, meetings and various events; set meetings and appointments; coordinate activities with other City departments, the public and outside agencies; coordinate travel arrangements; ensure that meeting facilities are prepared.

Verify and review materials for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records and reports.

May act as a receptionist; answer the telephone and wait on the general public, providing routine and general information on departmental and City policies and procedures, regulations, systems, and precedents relating to area of assignment; issue, receive, and process various applications, permits, and other forms; screen mail and telephone calls and respond to and resolve routine complaints and issues; refer remaining issues to appropriate department personnel.

May attend meetings, take minutes and transcribe as necessary; coordinate and participate in the preparation and processing of agendas; ensure that staff reports are typed; ensure that agenda packet is complete including all staff reports and related supporting documents; coordinate the duplication, collation, and distribution of agenda packets.

May maintain and control petty cash fund; accept payment of fees and make change; maintain and process cash records.

May perform minimal janitorial or grounds keeping work.

Perform related duties as assigned.

SPECIAL:

Applicants must be at least 18 years old and must be eligible to work in the United States. Good writing, reading, public relations skills, and communication skills are essential. High school diploma or GED equivalent is required. Specialized administrative coursework in general office and business practices or an Associates Degree is desirable.

Previous business office experience is required with at least one year of responsible clerical or secretarial experience. Good computer and typing skills are required. A working knowledge of Microsoft Word and Excel is preferred. Candidates may be subject to a background check and may be required to undergo a drug test as a condition of employment.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs and requirements of the job change.

The selection process may consist of evaluation of application material, oral interviews, written examinations, performance tests, assessment centers, physical ability tests, probationary periods or any other screening technique.

PAY RATE:

\$15.00 to \$18.00 per hour depending on qualifications.

APPLICATIONS:

Applications available at the Colorado City Town Hall or on web site www.tocc.us.

To apply, submit a cover letter, resume, and Town of Colorado City employment application in person or electronically; email to clerk@tocc.us; fax to 928-875-2778; physical address: 25 S. Central Street; mailing address: P.O. Box 70; Colorado City, Arizona, 86021. Application period will remain open until filled.

THE TOWN OF COLORADO CITY IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, color, national origin, sex, religion, age, results of genetic testing, or disability in employment or the provision of services.