

VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer
POSITION DESCRIPTION

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Employee Name:		Position Title:	Administrative Assistant / Board Clerk
Dept./Div.:	Building Department	Employment Status:	Part-time
Reports to:	Mayor and Council	FLSA Status:	Non-exempt
Normal Hours:		EEO Status:	06 – Administrative Support

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) required; minimum of one (1) year of relevant experience and/or training performing responsible administrative duties; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Calculator, computer, mobile phone, multi-line telephone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to fifty (50) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 45% (1) Schedules, enters and tracks inspections; ensures permits are processed, entered and mailed; maintains office records; prepares various departmental reports; ensures septic records are kept and monitored; responds to requests from property owners and residents.
- 40% (2) Maintains and purchases departmental supplies; monitors office expenses; performs various other administrative tasks; performs office copying, scanning, and filing, as necessary; provides support to managers and inspectors.
- 10% (3) Serves as the Secretary for the Zoning Board of Appeal, the Architecture Review Board and the Planning Commission; performs a variety of confidential and complex administrative and secretarial

functions; prepares correspondence and forms; maintains filing and retrieval systems and processes; takes meeting minutes; prepares a variety of forms, letters, memoranda, and reports; prepares and sets up for Board meetings; files and maintains Architecture Review Board cases.

(4) Maintains required licensure and certifications, if any.

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% (7) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: office practices and procedures; Village/department goals and objectives;* Village/department policies and procedures;* workplace safety practices and procedures;* personnel rules and regulations;* computers and computer programs (e.g., Microsoft Office, Custom Septic Software, etc.); records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; customer service.

Skill in: typing; data entry; word processing; switchboard or telephone console operation; computer operation; use of modem office equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; work alone on most tasks; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite.

POSITIONS DIRECTLY SUPERVISED:

None.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)