

TOWN OF LITCHFIELD

ADMINISTRATIVE ASSISTANT

BASIC FUNCTION

Reports to the First Selectman. This position is of a highly responsible nature requiring considerable skill and ability in receiving the public, handling the telephone, computer, mail, central service supply requisition and assisting in various office duties as assigned. Upon approval of the First Selectman, this position also assists other offices, the Resident State Trooper, boards, committees and commissions.

PRINCIPAL RESPONSIBILITIES AND DUTIES

Receives the public, performs typing, filing, copying, handles telephone calls, sorts and distributes Town payroll and daily mail as well as processes mail for the First Selectman's office and its invoices for payment.

Assists appointed boards, committees and commissions with membership information and support materials. Maintains and updates membership list including related correspondence and interviews.

Coordinates and assures the timely posting of meeting agendas with the First Selectman; distributes agenda materials to Board of Selectmen; transcribes recorded minutes of its meetings and hearings. Attends meetings and hearings as needed. Also transcribes minutes of other committees as requested by the First Selectman, excluding the Board of Finance and Inland Wetlands Commission.

Coordinates and sets up Annual Town Meeting, Annual Budget Meeting and all Special Town Meetings, following through according to schedule.

Issues certain permits such as hawkers & peddlers, tag sale, food truck, bingo, bazaars and raffles, and processes pistol permits.

Maintains accounting of all departmental budget balances and assists in annual budget preparation as required.

Orders and manages all central services supplies for Town offices and maintains order in the supply/storage vault. Oversees any interlocal or regional purchasing plan as may be recommended to insure cost effective purchasing practices. Also works with the First Selectman for procurement of Town equipment including but not limited to copiers, postage meters, clerical equipment, furniture and telecommunications equipment. Maintains main copy/fax machine at Town Hall and handles all related administrative functions and requirements.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business English and mathematics.

Good working knowledge of office operations and procedures with the ability to acquire an understanding of the CT General Statutes, Municipal Code of Ordinances, and Town policies.

Skill is transcribing and using digital voice systems or voice to text systems. Ability to compose routine correspondence.

Knowledge and use of MS Office Suites.

Ability to understand and follow written communications and oral instructions. Ability to learn clerical and administrative tasks and to adhere to prescribed routines.

Ability to understand and support the Town's Purchasing/Bidding Policy and to work with boards, committees and commissions to coordinate cost-effective purchasing procedures.

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. The employee is regularly required to sit for prolonged periods of time, talk and hear. The employee is frequently required to stand, walk and use hands and fingers. The employee must occasionally lift and/or move **up to ten pounds only**. Specific vision abilities required by this job include close vision. Ability to drive a car may be necessary.

DESIRED QUALIFICATIONS

Ability to work effectively and courteously in a professional manner with officials, employees and the general public.

Ability to type and transcribe from a digital recorder and to fully operate a variety of state of the art office equipment.

Minimum Qualifications

High School diploma and A.S. degree with at least one year administrative office experience.