

**TOWN OF LEDYARD
MAYOR'S OFFICE
OFFICE ASSISTANT II**

NATURE OF WORK:

Provides administrative support to the Mayor's Office and other Town Hall Departments as assigned. Supports various commissions, committees and boards as assigned depending on the current workflow and operational requirements.

SUPERVISION RECEIVED:

Receives overall supervision from the Mayor and Executive Assistant to the Mayor.

SUPERVISION EXERCISED: None

ESSENTIAL JOB FUNCTIONS:

Prepare agendas and record minutes for scheduled public hearings, regular and special meetings for various commissions, committees and boards as assigned. Posts related legal notices when applicable.

Provides administrative support for assigned commissions, committees and boards including preparation of purchase orders, ordering materials & supplies, payment documents, grant preparation & reporting, certificates of occupancy, certifications and other applicable tasks.

Compile monthly budget Reports for assigned commissions, committees and boards.. Obtain and publish applicable monthly reports for assigned commissions, committees and boards.

Draft correspondence as required. Especially those relating to action letters for assigned Commissions, Committees and Boards.

Compiles annual Town Reports using documentation submitted from Town, Police and Fire Departments

Assists public visitors to the office by providing information, applications, and forms, directing inquiries to the appropriate officials for disposition. Collects filing fees for freon permits.

Provides the public with assistance and direction to the appropriate Town Officials, Commissions/Board, and Staff.

Assists in creation and updating of forms, notices, handouts and miscellaneous correspondence.

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Performs routine filing, word processing, typing, and related clerical support to departments as required.

Creates and maintains paper and electronic files for the Department, staff, public, and assigned Commissions/Committees/Boards including maintaining up to date contact information for the Town website.

Prepares purchase orders and facilitates payments for the Public Works Department.

Monitor and fulfill mail machine postage balance and supplies as needed. Ensure postage rate increases are updated on the postage machine when necessary.

Maintain and distribute the Town Hall phone list.

Post notices for Town Hall closings.

Process mail and packages for Town departments. Make daily mail deliveries to the Post Office.

Assist the Social Service Department with food pantry applications and renewals during staff absences.

Assists the Department during staff absences

Performs related work as assigned by the Supervisor.

******* The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.*****

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

Possesses knowledge of, and skill in utilizing computers and general office machines.

Possesses knowledge of modern office practices and procedures.

Strong computer skills required, proficient in Microsoft Office Suite. Must maintain proficiency in other software programs as designated.

Organizational skills, ability to prioritize, multi-task, meet deadlines, and interpersonal and telephone skills are required.

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Demonstrates an ability to follow oral and written instructions, to organize and express thoughts and ideas through both oral and written communications.

Ability to establish and maintain effective working relationships with the public, Town Officials, commissions, State agencies and other office staff.

Experience and Training

Graduation from an accredited business school or Community College with a certificate in a Secretarial Science Program and one year of experience; or a high school diploma or GED and four years secretarial or office administration experience reflecting progressive responsibility.

Additional Requirements

- Means of transportation.
- Means of contact.
- Physical and/or psychological examinations as may be required during employment.
- Drug screening both pre-employment and as may be required during employment.
- Criminal background and driving record checks are required prior to employment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job the employee is frequently required to: hear; speak; stand; sit; walk; bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to finger, handle, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive; tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described and can maintain his/her composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

LICENSE OR CERTIFICATE: N/A

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******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.******

Adopted by Ledyard Town Council: _____

Chair

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