

ADMINISTRATIVE ASSISTANT I

Department: Treasurer/Collector
Division: Collector
Appointing Authority: Mayor

Grade: 7
Revision Date: 11/19
Bargaining Unit: C

Definition:

Clerical and accounting technical work in the operation of a municipal finance department within a collective bargaining environment; all other related work as required.

Supervision:

Works under the general guidelines of the Finance Director and directly by Treasurer/Collector and/or Assistant Collector/Treasurer.

Performs no supervisory functions, may work collaboratively with other personnel.

Environment:

Minimal physical effort required in performing duties under typical office conditions. Operates typewriters, computers, calculators and other standard office equipment, including envelope 'stuffers', 'folders' or 'inserters' as well as postal machine. Noise levels are usually quiet to moderate.

Has frequent contact with employees, city departments, school department, outside organizations and the general public. Has access to a high level of city and department level oriented confidential information.

Errors in judgment and performance may cause legal or financial repercussions.

Performs highly responsible collection and processing functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations and departmental policies, procedures and methods.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Performs assigned collection/teller duties which include interest calculation and related charges according to law or regulation. Prepares certificates of redemption on tax title accounts as needed. Prepares vendor checks for mailing on a weekly basis. Performs other duties as assigned by the Treasurer/Collector.

Will assist in preparation of tax and other bills for mailing as per schedule.

Responsible for waiting on customers and taxpayers and will receive and process payments. Will be responsible for significant quantities of money in the form of checks and cash. Must be able to make change accurately and responsibly. Responsible for proving cash drawer daily to posted work and accounts.

Will post all payments received 'over the counter' and received by mail. Performance of duties will be on the current computer software program being utilized by the department within a windows environment, and will be accurately posted to the property category and/or account. Will proof each batch of bills according to the protocol in effect.

Will be responsible for telephone and in-person inquiries, provide information or data or refer person(s) to supervisor. Assist in processing of daily mail.

Responsible for ordering all office supplies for the Treasurer/Collector and seeking out most advantageous pricing available.

Minimum Qualifications:

Education and Experience: High School education, preferably with additional coursework in accounting, business, or related field preferred; Associates Degree preferred. Two years experience in an accounting or financial environment, preferably in a municipal environment; or, any equivalent combination of education and experience that enables performance of all aspects of the position.

Knowledge, Ability and Skill: Working knowledge of modern accounting techniques; considerable knowledge of standard financial office practices, working knowledge of municipal financial operations preferred; Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with MUNIS and other database programs, computer hardware and software applications; ability to work on and prioritize several on-going tasks. Must be detail oriented and be able to balance accounts accurately, efficiently and speedily.

Ability to interact in a positive, courteous and effective manner with other departments and the public, especially when interacting with disgruntled customers. Ability to keep accurate and detailed records; must be positive, diligent and punctual; ability to work cooperatively with colleagues and supervisors. Must perform all aspects of job responsibilities with honesty and integrity.

Physical Requirements: Frequent sitting, talking, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 15 pounds; specific vision requirements for this position include close vision for long periods of time and the ability to adjust focus.

Special Requirements: Must successfully pass CORI/ SORI checks.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 11/21/2019 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: 6/88, 8/99, 6/00, 3/01, 11/19

Mayor

Department Head

[Clerical Review _____]