

TOWN OF LOCKEPORT

POSITION DESCRIPTION

TITLE: Clerical Administrative Assistant

RESPONSIBLE TO: Town Clerk/Treasurer

POSITION SUMMARY: The Clerical Administrative Assistant position will assist in the day-to-day operations of the Town Office, as well as administrative support to the Town Clerk/Treasurer and Council. This is a permanent full-time position which will require the incumbent to work within the hours of 8:30 a.m. to 4:00 p.m., Monday to Friday.

KEY RESPONSIBILITIES:

1. Responsible for answering incoming telephone calls, answering in person questions and directing enquiries to the appropriate staff person.
2. Collect, process and distribute incoming mail and deliveries as required and ensure that outgoing mail is delivered to the post office.
3. Responsible for maintaining the filing system for the Town.
4. Type letters, reports and emails when requested.
5. Record minutes of meetings as required.
6. Assist with the accounting functions of the office when required.
7. Receiving payments on accounts when required.
8. Provide administrative assistance to other departments when instructed to do so by the Town Clerk/Treasurer.
9. Perform other administrative duties as assigned by the Town Clerk/Treasurer.

SKILLS REQUIRED:

1. This employee must exercise a high degree of accountability in all aspects of their job and are expected to work independently and follow checks and balances for all tasks.
2. An understanding of various levels of government, agencies, legislation and protocols involved in dealing with staff, stakeholders, elected officials and the general public and have the ability to work effectively in a politically sensitive environment, maintaining a high level of confidentiality and trust.
3. Effective attention to detail and a high degree of accuracy.
4. Must be able to effectively communicate both verbally and in writing at a professional level with proper grammar and language.
5. Highly proficient in Microsoft Office.

6. Experience in computerized accounting.
7. The incumbent must be confidential in all aspects of their employment.
8. This employee must recognize that they are a public servant and must show utmost respect always when dealing with other staff, general public and Council.

QUALIFICATIONS:

Applicants for this position must be a graduate of a recognized post-secondary institution with a degree or diploma in secretarial science, or equivalent, with a strong understanding of public sector operations, plus a minimum of five years related administrative experience. Knowledge of local government would be considered an asset.