

**Village of Vicksburg
Administrative Assistant Job Description**

Title: Administrative Assistant
Reports To: Village Manager
Positions Supervised: None
Employment Status: Non – Exempt
Salary: Starting \$10.00 per hour.

Overview:

Responsible for performing diverse administrative assistance and general office support services for the Village of Vicksburg and members of the Village Council. Researches and responds to both routine and unique matters regarding a wide variety of Village matters.

Duties and Responsibilities:

Provides administrative services including sorting and distributing mail, planning, organizing and coordinating detail requirements for wide range of meetings and conferences. Maintains schedule of appointments for Village Officials, prepares letters and other correspondence for distribution to residents, prepares reports or memoranda, and maintains office files in manual and computerized modes; obtains, gathers and organizes pertinent data and assembles into usable form. Assist Utility Clerk with duties involving water and sewer billing, inquiries, etc.

Receives and assists walk-in visitors by ascertaining needs; provides positive first impression in explaining Village policies, procedures and services; refers visitors to appropriate staff or outside agencies; initiates appropriate action and conducts follow-up.

Performs wide variety of periodic tasks for the Village Manager, Clerk and Treasurer. Provides variety of other clerical, secretarial and administrative support services and special projects as requested to facilitate efficient office operations.

Knowledge, Skills and Abilities:

- High school diploma or equivalent
- Strong Organizational Skills
- Microsoft Office Efficient
- Strong Verbal and Written Skills

Excellent communication and interpersonal skills to deal effectively with village residents, business people and visitors to the Village Offices; ability to interact with and coordinate activities with other agencies and the members of the Village Council; may occasionally require dealing with un-happy citizens/property owners regarding various matters.

Ability to independently organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur frequently; ability to interpret, comprehend and process complex and technical information. Operate a computer at a high level of proficiency.

Post: December 2016