

## **TOWN OF BRISTOL**

JOB TITLE: Shared Administrative Assistant

**2022**

DEPARTMENT: Assessing / Land Use / Highway

STATUS: Full-Time, Non-Exempt

JOB SUMMARY: The Shared Administrative Assistant performs administrative support to the Assessing / Land Use Manager and the Highway Superintendent in the overall management of the Departments and performs a full range of administrative duties that contribute to the Departments.

### **MAJOR DUTIES FOR THE HIGHWAY DEPARTMENT / TRANSFER STATION:**

- Coordinates review and issuance of driveway permit applications through the Permitting Software and final approval of completed driveway installations
- Coordinates and maintains Department file system, reference material, memoranda, contracts, logs, reports, and other materials.
- Coordinates collection and transfer of accounts receivable generated by the Department.
- Coordinates the Accounts Payable function with the Highway Superintendent including the preparation and maintenance of purchase orders and invoices.
- Receives and screens in-coming telephone calls from vendors and the public.
- Receives incoming mail for distribution and prepares outgoing mail.
- Screens Department communications and coordinates referral to appropriate internal and external staff.
- Types from drafts or composes reports, memoranda and correspondence as required.
- Maintains inspection documents, reports, court papers, and files.
- Coordinates the timely preparation and submission of personnel records, forms, documents, and reports.
- Assists staff with all administrative and policy related issues for the Transfer Station.
- Performs other related duties as required.

## MAJOR DUTIES FOR THE ASSESSING / LAND USE DEPARTMENT:

- Maintains the Department file system, reference material, memoranda, reports, and other materials in coordination with the Land Use Associate.
- Receives and screens in-coming telephone calls from the public for Assessing
- Receives and screens members of the public, scheduling appointments, as needed for the Department.
- Receives and screens Department mail for distribution.
- Receives and processes property transfers and address changes, maintaining this information in the Assessing software.
- Receives and screens application for Exemptions/Credits, preparing for Assessing / Land Use Manager
- Receives and processes timber intents, timber reports, excavation intents, and excavation reports, preparing for Assessing / Land Use Manager.
- Schedules and maintains yearly installation of portable units – Updating dates, ordering, tracking complaints, damage, etc.
- Performs other related duties as required.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Thorough knowledge of administrative clerical and secretarial practices and procedures.
- Knowledge of English, vocabulary, spelling, and arithmetic.
- Knowledge of modern office equipment practices and procedures.
- Working knowledge of Microsoft Word, Excel, and Power Point.
- Ability to maintain administrative records and prepare reports, meets deadlines, and complete work assignments.

**SUPERVISORY CONTROLS:** The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**GUIDELINES:** Procedures for doing the work have been established and several specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

**COMPLEXITY:** The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

**SCOPE AND EFFECT:** The work involves the execution of specific rules, regulations, or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

**PERSONAL CONTACTS:** The personal contacts are with employees within the immediate organization, office, and project or work unit and in related or support units. The contacts are with members of the public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

**PURPOSE OF CONTACTS:** The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

**PHYSICAL DEMANDS:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

**WORK ENVIRONMENT:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action regarding the performance of other employees.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with the completion of an associate degree with course work in business, office management, paralegal, or computers.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the Department, usually associated with three years of business or clerical experience in a municipal, private, or non-profit setting OR an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.