

JOB DESCRIPTION

Administrative Aide

Required Licenses or Certifications:

- Possession of a valid driver’s license.

Required Knowledge of:

- Modern office procedures, practices and equipment.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, external organizations, other public jurisdictions and the general public.
- Provide excellent customer service.
- Establish and maintain various manual and automated records and filing systems.
- Maintain composure and work effectively under stressful conditions.
- Balance several distractions at one time in a thoughtful and considerate manner.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.
- Maintain strict confidentiality.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds. May operate a Town vehicle to run errands.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____