



TOWN OF KEENESBURG

FOUNDED JULY, 1906

A MUNICIPAL CORPORATION SINCE JULY, 1919

140 SOUTH MAIN P.O. Box 312 KEENESBURG, COLORADO 80643

Job Description

Job Title: Administrative Assistant
Location: Town of Keenesburg-Town Hall
Classification: Part-Time
Hours: 9:00 a.m.—3:00 p.m. Mon-Fri
Pay Range: \$16.00—17.00 hourly

GENERAL PURPOSE

Perform general administrative functions to assist all departments

SUPERVISION RECEIVED

Immediate supervision by the Town Manager.

SUPERVISION EXERCISED

None

The duty statements set forth in this Job Description are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The Town reserves the right to modify or change duties or essential functions of this job at any time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists as needed in all areas of the office

Acts as back up for all administrative departments during absences

Answers phones providing general information, directs calls to appropriate office personnel,

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and relays messages.

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Maintains and keeps filing system up to date. Makes sure that all information is readily available for review.

Processes forms, payments or other material according to established methods and procedures, examines them for accuracy and completeness.

Performs typing and copying

Operates standard office equipment such as computer, typewriter, copy machine, calculator, etc.

Sorts and distributes incoming mail.

Prepares correspondence and or reports as directed.

Tracks, and assists in the planning and coordination of all events

Any other duties as assigned by the Town Manger

DESIRED MINIMUM QUALIFICATIONS

Experience and Education:

Experience in working with the public. Knowledge of computer, office equipment, and filing. Type 40 words per minute. Knowledge of proper grammar, spelling, and punctuation. Ability to perform clerical duties and handle clerical details. Ability to make simple mathematical computations. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with other employees and the public

High School diploma or equivalent

SPECIAL REQUIREMENTS

(A) Valid State Driver's License.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software, spreadsheet program, and accounting software. Fax machine, laser printer, dot matrix printer and adding machine.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk and kneel.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing duties of this job, the employee may be exposed to ink, dust and toner cartridges. The noise level is generally quiet.