



Administrative Assistant

Dept: Public Utilities
Division: Public Utilities Administration
FLSA: Non-Exempt

Job Code: 601 Level: L1 -4
Reports to Public Utilities Director

General Summary:

Under general supervision provides administrative assistance to the Director of the Public Utilities Department. Types, prepares copies, serves as phone receptionist, maintains records and ledgers, maintains schedules, etc. Reports to the Director of Public Utilities.

Primary Duties & Responsibilities:

Files and maintains records of various documents such as memorandums, letters, outgoing correspondence, reports, work orders, invoices, incident reports, revenue, and usage reports, etc.

Compiles and submits a variety of monthly, quarterly, and annual departmental internal and external reports related to electric, water, and wastewater.

Serves as phone receptionist to the department answering questions, routing telephone calls, relaying messages, etc.

Performs data entry and is proficient with Microsoft suite products such as Excel and Word.

Operates general office equipment such as, copier, computer, calculator, two-way radio, security system, fax machine, etc.

Performs other related duties as required.

Education and Experience:

High school graduate with vocational/technical school training in computer operation/secretarial skills, and 3 - 5 years of general secretarial including computer operation and word processing experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities

Knowledge:

Knows the methods, procedures, policies, and activities of the department. Knowledge of general office procedures and secretarial methods. Knowledge of general office equipment and computers. Knowledge of the calendars, records, reports, files, and ledgers which must be prepared and maintained.

Skills/Effort:

Ability to make arithmetical computations with accuracy. Ability to operate general office equipment. Proficiency in the use of computers.

Clerical, typing/data entry, verbal and written communication, organization, and telephone skills. Ability to establish and maintain effective working relationships with co-workers, the public, supervisor, and all other groups and individuals involved in the activities of the department.

Ability to use judgment and discretion in the performance of duties, and to perform duties without the need of direct supervision.

Ability to assist others in various departmental activities.

Working Conditions:

Conducts duties in an office environment with no significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention and meeting deadlines.

Physical demands are restricted to office work requiring lifting/moving of items up to 10 pounds.

Occasional travel is required; no overnight travel is required.

Job requires the operation of standard office equipment, including a computer for the input, retrieval, and maintenance of data.

Other physical/mental requirements may apply.

Responsibility:

No supervisory or budgetary responsibility.

Disclaimer Statement:

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned or required. The City of Abbeville is an Equal Opportunity Employer

Pay range based on experience and job fit: \$28,000-30,000

Full Time: Non-Exempt- Day Shift

Great Benefits and Retirement