



Town of Long Beach, Indiana
POSITION DESCRIPTION

TITLE: Administrative Assistant Deputy Clerk

FLSA CLASSIFICATION: Non-exempt

JOB CLASSIFICATION: Regular full-time

REPORTS TO: Town of Long Beach Clerk Treasurer

EFFECTIVE DATE: January 1, 2021

SUMMARY/OBJECTIVE:

The Administrative Assistant/Deputy Clerk will provide administrative and clerical support for the Clerk Treasurer, the Long Beach Town Council, Commissions, Committees and the Town of Long Beach Department Heads, to facilitate the efficient operation of the municipality.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Answer, screen and transfer inbound telephone phone calls
- Receive and direct visitors, vendors, and officials to the Town Hall
- Answer questions and provide information to the public about forms, processes, etc.
- Collect payments and provide receipts for fines, permits, office rental, etc.
- Prepare bank deposits and balance bank account per monthly statements
- Perform general clerical duties including photocopying, fax, and mailing
- Assist with payroll and payables processing
- Prepare checks for signature
- Maintain electronic and hard copy filing systems
- Retrieve documents from filing systems per established procedures
- Recommend and implement process improvement opportunities through task analysis and automation.
- Prepare written responses to routine enquiries
- Scan documents, permits, files, plans to digital files
- E-mail documents
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails
- Schedule and coordinate meetings and appointments for the Clerk-Treasurer, Council members and Department Heads
- Prepare agendas for meetings and prepare schedules

- Record, compile, transcribe and distribute minutes of meetings
- Open, sort and distribute incoming correspondence
- Maintain office supply inventories
- Coordinate maintenance of office equipment
- Coordinate and maintain records for personnel, telephones, parking, and petty cash
- Assist in the processing and data entry of permits
- Maintain attendance records for payroll
- Copy materials for meetings, orientations, and public distributions
- Create envelopes for mass mailings
- Cross-trained to provide assistance to the Long Beach Water Department Office Manager as needed

SKILLS AND ABILITIES:

- Communication skills - written and verbal
- Planning and organizing
- Process improvement and automation
- Prioritizing
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork

SUPERVISORY REPONSIBILITIES:

There are no supervisory responsibilities for this position.

EDUCATION, KNOWLEDGE AND EXPERIENCE:

- High school diploma or GED
- Computer skills and knowledge of relevant software
- Knowledge of operation of standard office equipment
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of principles and practices of basic office management and accounting

TOOLS AND EQUIPMENT USED:

Computer, calculator, fax machine, printer/scanner/copier, and telephone.

WORK SCHEDULE:

Monday through Friday from 8:00 AM a.m. to 4:30 p.m.

WORK ENVIRONMENT:

- Indoor office environment

- The noise level is usually quiet in office settings
- Temperatures are regulated

PHYSICAL DEMANDS:

- sit
- use hands to finger, handle, feel or operate objects
- reach with hands and arms
- talk
- hear
- close vision and the ability to adjust focus
- stand,
- walk,
- lift up to 10 pounds

Reasonable accommodations may be made to enable individuals with disabilities to meet the physical demands.

TRAVEL REQUIRED OUTSIDE OF LONG BEACH:

Not required

DISCLAIMER:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.