

TEMPORARY OFFICE ASSISTANT

Job Description

General Definition of Work

This part-time time staff position of **Temporary Office Assistant** is responsible for a variety of clerical, secretarial and administrative duties associated with the operation of the Town of New Market's municipal offices.

Job Functions

- Takes phone calls or handles customers in person at the front counter window
- Receives and enters payments into financial accounting software
- Answers citizen inquiries and/or directs to the appropriate town official(s)
- Prepares written work orders for utilities
- Sorts and distributes mail
- Other duties as assigned

Knowledge, Skills and Abilities

This position requires a great deal of public contact and therefore requires a significant amount of tact and diplomacy. The ability to deal with a variety of citizens in a professional and courteous manner are essential. The job requires thorough knowledge and the ability to work with modern office equipment and software. The position requires the ability to communicate clearly and concisely in both verbal and written formats including use of proper grammar, spelling and punctuation. The position requires a candidate who is self-motivated, able to multi task and work cooperatively within a small office environment.

Education and Experience

Prior experience in an office setting performing clerical, secretarial and other administrative job functions. Minimum of a high school education or equivalent.

Physical Requirements

This position is clerical in nature. Work requires speaking, hearing, sitting, standing and using hands to finger, handle and feel. Occasional exertion of force of approximately 20 lbs.

Temporary Position – Begins May 22, 2023 and ends October 6, 2023

FLSA non-exempt position

Reports to Town Manager or his/her designated representative

Updated February 2023