

ADMINISTRATIVE ASSISTANT/FILE CLERK – PART TIME TOWN OF COLUMBINE VALLEY, COLORADO

BACKGROUND

The Town of Columbine Valley is nestled along the Platte River in the south-Denver metro area. Established in 1959, the Town is comprised of approximately 550 homes surrounding Columbine Country Club. The Town staff is small but very effective, dedicated to providing high-quality service and deliverables to a population of just over 1,300 people.

POSITION DESCRIPTION

The Administrative Assistant/File Clerk reports to the Town Administrator and maintains the Town's files/administrative records, offers administrative support and serves as a front line customer service representative for the Town.

The Administrative Assistant/File Clerk also works closely with the Manager of Support Services, Municipal Court, Town Planner and interacts with the public on a daily basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time.

- Considerable knowledge of standard office procedures, forms and equipment; knowledge of spelling, punctuation and grammar
- Ability to plan and organize aspects of work to comply with established deadlines
- Ability to follow oral and written instructions

Administrative Assistant (40%):

- Performs high-level administrative tasks such as filing, mail distribution, maintaining records, copying, data entry (e.g.: databases, Web updates, etc.), preparing reports and maintaining office supplies
- Manages regular functions of the Town's Administrative office and performs administrative duties for, and on behalf of the Town Administrator
- Composes correspondence requiring knowledge of Town code and policies
- Assists in the planning/set-up of meetings and prepares materials for distribution/presentation
- Sorts and distributes incoming correspondence, including faxes and email, and prepares outgoing mail, including bulk mail
- Maintains calendars and assures compliance with Town schedules
- Updates and publishes the Town Directory
- Conducts research as needed

File Clerk/Records Management (40%):

- Organize and maintain confidential files; adds new materials to file records; creates new files/records as necessary
- Gathers materials to be filed from Town employees
- Creates/keeps inventory of filed/removed/destroyed materials using computer
- Tracks materials borrowed from files and ensures their return
- Performs periodic inspections of materials to ensure correct placement, legibility and condition
- Interprets Town policy for appropriate archiving method (electronic/paper/etc.)
- Transfers appropriate paper archives to electronic storage
- Retrieves information from files in response to requests; releases documents or other information in accordance with Town policy

Customer Service (20%):

- Greets and assists visitors; answers emails and incoming calls, resolving complex and varied concerns, or referring them to other staff members or departments as appropriate
- Communicates with internal and external constituencies

OTHER DUTIES AND RESPONSIBILITIES

- Regularly serves as the front line for Town government
- Responsible for “house-keeping” duties around Town Hall, including watering plants and maintaining the staff break-room
- Works with elected officials and community members on a regular basis
- Provides general support to the Board and Town Administrator
- Assists with other related duties and special projects as assigned
- This is a generalist position and does not include supervision

QUALIFICATIONS AND JOB REQUIREMENTS

- 5+ years of relevant professional work experience, public sector experience preferred
- Customer service experience with demonstrated ability to effectively assess customer's needs, quickly respond, problem solve and solution provider required.
- Intermediate to advanced familiarity with Microsoft Office Suite (Outlook, Word, Excel, Publisher and PowerPoint) and other special computer applications as required; and the ability to learn new technology/software quickly a must
- Excellent communication skills, including written, interpersonal and presentation skills
- Demonstrated analytical skills, especially in the areas of process improvement and problem solving.
- Ability to prioritize work, handles multiple tasks simultaneously, set goals and enforce deadlines, while maintaining flexibility to reassess and re-prioritize.
- Ability to maintain confidentiality and discretion in sensitive matters

- Able to influence, build trust, and manage conflict.
- Ability to interact effectively as a team member and independently with Town staff and with a diverse client base.

LICENSES AND CERTIFICATES

- Valid Colorado driver's license at time of hire
- Must provide finger prints and pass background check

COMPENSATION

This is a part-time position (20 hrs/week). The pay range is \$15 - \$18 per hour.

The Town of Columbine Valley is an equal opportunity employer. Discrimination does not occur against an employee or application on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.

This 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.

TO APPLY

To view the entire job description and access the Columbine Valley job application please visit: www.columbinevalley.org/employment/

By email: Please submit a cover letter, resume, and job application to: jdmccrumb@columbinevalley.org. Please use "Admin Assistant", as your subject line.

By fax: Please submit a cover letter, resume and job application to 303-795-7325. Please use "Admin Assistant", as your subject line.

Application Deadline: January 2, 2015