



TOWN OF PALISADE, COLORADO Administrative Assistant (Part-time)

Department/Division: Administration
Work Location: Town Hall, 175 East Third Street, Palisade, CO
FLSA Status: Non-exempt
Effective Date: March 7, 2023
Hourly Wage: \$15.00 - \$17.00, dependent on experience

GENERAL STATEMENT OF DUTIES

Acts as the first contact as a representative of the Town of Palisade to assist citizens and customers. Performs customer service and reception duties for the administration department. Provides general information as well as responses to specific customer questions requiring additional research. Routes inquiries appropriately for more complex matters and interpretation issues.

ESSENTIAL DUTIES

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

- Acts as the primary contact for accepting all types of payments from walk-in and phone-in customers, including utility, cemetery, planning clearance, facility rental, general donation payments, etc. and enters these payments into the Town's cash receipting system daily.
- Creates various spreadsheets, word documents, and flow charts as requested.
- Assists in the maintenance of the Town's filing system.
- Enters data into computer system or databases. Proofs data entry and corrects errors. Runs standard and ad hoc reports as required. Prepares routine or frequently required reports, including data compilation, writing non-technical narratives, and developing reports and presentations.
- Acts as the primary contact for business licenses, including accepting payments, data entry, and maintaining accurate records of Business license applications.
- Acts as a primary contact for cemetery inquiries – including plot purchases, funeral arrangements, and general inquiries.
- May be required to attend evening Planning Commission meetings to take notes and draft minutes as needed.
- Performs Notary Public Function.
- Daily walks to the Post Office for mail pick-up/delivery. Dispersing incoming mail as appropriate.
- Performs all other duties as may be assigned or required by the Town Clerk.

REPORTING RELATIONSHIPS

Supervision Received:

Direct supervision is provided by the Town Clerk.

Supervision Exercised:

No formal supervisory responsibility.

KNOWLEDGE, SKILLS, AND ABILITIES**Education and Experience:**

Requires graduation from high school or equivalent to the completion of the twelfth grade supplemented by at least one to three years of relevant office experience.

Knowledge of:

- Organization services and community resources.
- English language, proper grammar, punctuation, and spelling in both oral and written communication. Current business letter writing techniques and methods.
- Operation of personal computers, Microsoft Office, intermediate-level word processing, spreadsheets, and database software and management.
- Preferred experience with Casselle accounting software, Microsoft Publisher, and Word.

Ability to:

- Establish and maintain effective working relationships with other employees, representatives of other agencies and organizations, and members of the community.
- Communicate effectively both verbally and in writing.
- Maintain sensitive and confidential information.
- Perform varied administrative tasks; determine the relative importance of each, set deadlines, and complete projects accordingly.
- Interpret and apply a variety of department policies and procedures.
- Perform word processing work and data entry at a sufficient level of skill to complete a relatively heavy workload in a timely manner accurately.
- Apply appropriate decision-making within the scope of work procedures.
- Work independently following general direction to accomplish tasks as assigned.
- Professional work environment, dress code, and attitude.

EQUIPMENT USED

Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, and calculator.

WORK ENVIRONMENT

Work is primarily conducted indoors, with occasional travel to external meetings and site visits.

PHYSICAL AND OTHER REQUIREMENTS

- Visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.
- Requires the ability to sit and perform administrative and computer work for significant periods of time.
- May involve the ability to move up to 25 lbs.