

City of Freeport

Position title: Administrative Assistant
Department: Office of the City Clerk
Reports to: City Clerk/Treasurer



Position objective:

This position assists the city clerk in the overall administration of city services to assure compliance with the city's policies, goals, and programs; manages and coordinates special projects; assists with the economic development projects; and performs general office tasks as assigned.

Accountability:

1. Assist in City Clerk/Treasurer's duties in payment of City bills, records of receipts and disbursements, preparing payroll, and reconciliation of bank statements, etc.
2. Perform typing of letters and reports as assigned.
3. Perform receptionist duties such as greeting customers and other visitors, receiving utility billing payments, answering the telephone and relaying messages.
4. Performs responsible and confidential secretarial duties for City Clerk/Treasurer.
5. Under immediate supervision, provides repetitive/standardized, skilled typing and clerical support to office, program and/or administrative staff, and performs work well as required.
6. Performs utility billing services which include data entry of receipts, preparation of invoices, and payment collection.
7. Performs fire/rescue department billing services which include data entry of receipts, preparation of invoices, and payment collection.
8. Performs permit billing services which include data entry of receipts, preparation of invoices, and payment collection.
9. Manages and coordinates special projects as assigned.
10. Assists with economic development projects.
11. Remove papers, maps, etc. from meeting rooms after City meetings.

Performance Criteria:

1. Performs duties in a disciplined and cost effective manner.
2. Creates favorable image of the City of Freeport, its governing entities, and its staff.
3. Ability to communicate effectively with the general public and fellow city officials in an effective, tactful, and courteous manner.
4. Perform such other duties as directed by the City Clerk/Treasurer

Training and Experience:

1. High school graduate desirable.
2. Experience in governmental affairs preferred.
3. Prior work history as an administrative assistant/secretary highly desired.