



## **CITY OF FREEPORT**

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112  
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service [www.freeportmn.org](http://www.freeportmn.org)

### Job Description for **Administrative Assistant**

Department: Administration  
Reports to: Clerk-Treasurer  
Class: Part-time, up to 30 hours per week

#### **Position Objective**

This position assists the Clerk-Treasurer in the overall administration of city services to assure compliance with the city's policies, goals, and programs.

#### **Duties and Areas of Accountability**

1. Greet customers and other visitors.
2. Answer telephone calls and relay messages.
3. Receive, sort and distribute mail.
4. Manage city website and Facebook page.
5. Prepare documents, letters and reports using Microsoft Office programs.
6. Record receipt of money and conduct bank deposits.
7. Maintain a file of bills to be paid, enter bills into payment software, and prepare list of claims to be approved.
8. Prepares and mails invoices to customers for permits, utility charges, fire department services, etc.
9. Performs utility billing services which include preparation and mailing of bill cards and processing payments.
10. Do filing, labeling, copying, and mailing as needed.
11. Assist with payroll and reconciliation of bank statements.
12. Assists with economic development projects.
13. Maintains the public trust by keeping information confidential as appropriate.
14. Other duties as assigned.

#### **Knowledge & Skills Required**

1. Communicate in an effective, tactful, and courteous manner.
2. Performs duties efficiently and professionally.
3. Skilled in operating office equipment.
4. Conduct repetitive/standardized skilled typing.

#### **Minimum Requirements**

1. High school graduate.
2. Prior administrative experience desired.

*Approved 3/26/2019*

The City of Freeport is an Equal Opportunity Provider