

TOWN OF PERALTA, NEW MEXICO
POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT/RECEPTIONIST

Position Title: Administrative Assistant/Receptionist
Department: Administration
Reports To: Town Clerk -Administrator
Classification: Full-Time regular employee
Salary Range: \$10.00 – \$12.00/HR DOE
Benefits: Insurance/PERA
Approval Date: 6/2/2021

Definition: Under direct supervision by the Town Clerk.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may vary among positions, but may include the following tasks, knowledge, abilities, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and not intended to be a comprehensive listing of tasks performed by all positions in the classification.)

Tasks:

Answer phones and greet clients and residents.
Prepares incoming/outgoing mail.
Maintains miscellaneous files.
Types and prepares documents (meeting agenda and minutes).
Insures appropriate signatures and approvals and properly filed for Town's records.
Faxes and copies necessary documents as requested by Clerk or other personnel
Maintains accurate telephone log, and/or activity reports for the Mayor or Clerk.
Follows up on phone calls or requests made by residents or vendors.
Assists with administration of Intergovernmental relationships.
Helps maintain the calendar, including scheduling Town Hall meetings.
Assists with the collection of cash or payments, permits, land use issues.
Assists with the Code Enforcement policies and notices, permits, etc.
Monthly Utility Billing.
Assist with Utility Department.
Performs other miscellaneous duties as assigned.

Knowledge, Abilities, Skills and Other Characteristics:

Knowledge of various administrative functions, processes and standards.
Knowledge of customer service standards and protocols.
Ability to read and write sufficient to interpret complex written instructions.
Ability to understand and interpret verbal inquires and directions.
Ability to understand logical problem solving.
Ability to comprehend computer applications used and where to locate information in database.
Ability to use difficult mathematical functions.
Ability to use basic filing system.

Ability to interpret documentation procedure.

Qualifications:

High School diploma or equivalent: five years administrative experience: or equivalent combination of education, training and experience.

Employee Declaration:

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____

Approval:

Kori Taylor, Town Clerk/Administrator

Date