

## ADMINISTRATIVE ASSISTANT – SOLID WASTE

Full Time – 35 hrs/week. Non-exempt, union position. Salary Range - \$22.21 - \$26.12/hour w/benefits. High school graduate, business courses, plus four years' experience in secretarial and general office work; or Associates degree in secretarial science or business related field and two years' experience or an equivalent combination of training, education and experience. Proficiency with Microsoft Office is highly desired and preferred. Knowledge of MUNIS accounting software and experience in billing and collections if preferred.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Provides secretarial and administrative support services for both a department's general office requirements and its specialized and technical programs.

Relieves superior of routine administrative and office management details. Schedules appointments and meetings. Maintains confidential files. Develops routine office procedures and forms.

Composes and types correspondence, memoranda and other documents for signature of superior. Prepares monthly reports for the department. Maintains departmental work records.

Utilizes word processing, spreadsheet and database software.

Considerable knowledge of modern office procedures and office equipment.

Skill in utilizing a computer terminal or personal computer for word processing, database and spreadsheet applications.

Ability to follow oral and written instructions.

Ability to organize and express thoughts and ideas through written and oral communications.

Ability to maintain complex and confidential records and prepare accurate reports.

Ability to establish and maintain effective working relationships with the public, Town officials, other departments and agencies, and office staff.

Background and credit check will be preformed. **The Town of Stonington may conduct a urinalysis drug test as part of the application process if required. The urinalysis drug test will be performed using a reliable methodology. The results of any such test shall be confidential and shall not be disclosed by the employer or its employees to any person other than any such employee to whom such disclosure is necessary; the results shall be maintained along with other employee medical records.**

Applications are now being accepted in the Administrative Services Department, Stonington Town Hall, 152 Elm Street, Stonington, CT 06378 and must be received by 3:30 pm on, Friday, July 17, 2015. **E-MAIL OR FAX RESUMES WILL NOT BE ACCEPTED.** The Town of Stonington is an EOE.