

# ***SUSSEX, N.B.***

## ***Job Description***

### **ADMINISTRATIVE ASSISTANT – CLERK’S OFFICE**

#### **Position Summary:**

The Administrative Assistant to the Clerk’s Office assists the Town Clerk in performing all statutory duties under the Local Governance Act and provides administrative assistance to all departments to ensure compliance with policies and statutes. This position reports to the Town Clerk.

#### **Major Duties and Responsibilities:**

- ◆ performs administrative and clerical functions in a confidential manner;
- ◆ dealing with enquiries and requests for information from both internal and external stakeholders;
- ◆ perform receptionist duties, as required. In a courteous manner, greet and serve the general public, Councillors, consultants, contractors etc.;
- ◆ investigate and answer inquiries on permits, zoning, by-laws, etc. as well as explain standard policies and procedures. Forward complaints, calls of appreciation, and/or direct calls and emails to the appropriate person. Receive and convey messages accurately;
- ◆ organize, scan, index, and classify active and inactive paper or electronic documents and data for operational files, administrative files, and registries;
- ◆ handling administrative requests and queries from senior managers;

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- ◆ process payments and issues receipts for accounts owing to the municipality;
- ◆ issues and records various licenses and permits;
- ◆ organizing and scheduling appointments and meetings;
- ◆ provides administrative assistance to the Clerk's Office and all municipal departments in:
  - a. maintaining indexes and registries of municipal by-laws, policies, licenses and permits;
  - b. the retention and retrieval and disposition of all municipal records including electronic and paper originals;
  - c. the preparation and appropriate distribution of agendas, minutes, policies, by-laws and other relevant reports for Council and Committee meetings;
  - d. processing requests pursuant to the Right to Information and Privacy Act; and
  - e. publication of official notices and advertisements on the Town's website and social media;
- ◆ assist students in training;
- ◆ maintenance of cloud-based records management system throughout all departments in accordance with town policy and industry best practice;
- ◆ in accordance with Sussex records management policy and the Municipal Records Authority, annually initiate file purges for all records eligible for disposition and submits disposition form(s) to the Clerk;
- ◆ serve on internal committees and contribute to the overall wellbeing of fellow employees;
- ◆ Prepares meeting room(s) for meetings, and ensures lunches are available when requested; and
- ◆ perform other related duties as may be required or assigned from time to time.

***Desirable Education, Training and Skills:***

- \* Graduation from an accredited high school or equivalent and from a business program of a Community College or a recognized business college.
- \* Proficiency with Microsoft Office including Excel, Word, Access and Outlook.
- \* Proficiency in maintaining electronic file structures.
- \* Exceptional social media and website maintenance skills.
- \* Experience using scheduling software such as Microsoft Outlook.
- \* Ability to maintain a high level of confidentiality.
- \* Excellent organizational and time management skills.
- \* The ability to meet and to assist the public as well as work and interact with other employees and elected officials.
- \* Good analytical skills to enable decision-making.
- \* Ability to be self-motivated, retain concentration, and work independently with frequent interruptions in order to process a considerable workload within established time frames.
- \* Excellent oral and written communication skills.
- \* Must be able to work independently and prioritize workload.
- \* Good interpersonal skills.
- \* Be able to work both independently as a member of a team.

***The above Job Description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the requirements that may be inherent in such classification.***