



## **ADMINISTRATIVE OFFICE ASSISTANT JOB DESCRIPTION**

The administrative assistant position in the City Clerk's office of Huntsville, Arkansas is a full-time position. General work hours are Monday through Friday, 8:00 to 4:30. This position requires strong written and verbal skills, strong computer skills using a variety of software, and a desire to serve the public. Must be able to multitask and to handle busy workdays. Duties of this position are to assist the Finance Director with many of the tasks of the City Clerk's office including, but not limited to, the following:

### **DAILY DUTIES**

Tasks will vary from day to day, but generally include answering phone calls professionally, sending email and facsimile correspondence; filing, receipting, and making payments of invoices; updating social media and the city's website; maintaining office records and spreadsheets, and maintaining our reservation calendars.

### **PAYROLL**

Completing bi-weekly and monthly payrolls, including updating time sheets and records, making payroll tax payments, and entering retirement data and payments.

### **PERSONNEL**

Maintaining personnel records; attending human resources and other training meetings, with some travel involved.

### **OTHER DUTIES**

Running general errands as needed; learning the structure of municipal government and duties of city officials; learning and possessing knowledge of our city code.

### **HOUSEKEEPING**

Light housekeeping is required such as: dusting/vacuuming of clerk's office (and entryways as needed), cleaning windows inside of clerk's office, keeping breakroom tidy, restocking City Hall restrooms with supplies, and watering of outdoor planters during warmer months.

### **REQUIRED ATTIRE**

Business casual dress is required.

### **BENEFITS**

Twelve paid holidays per year, APERS retirement plan, after sixty (60) days paid employee health insurance with family coverage offered at an additional cost, life insurance benefit, paid vacation after one-year, and paid sick leave earned each month.