

City of Pilot Rock  
Administrative Assistant  
Job Description  
January 2022

## **Administrative Assistant Job Description**

### **GENERAL STATEMENT OF DUTIES:**

The primary purpose of this position is to provide administrative support to the City Recorder. The Administrative Assistant is responsible for the Utility Billing, front desk operations of City Hall and providing excellent customer service.

### **ESSENTIAL JOB FUNCTIONS:**

Responsible for Utility Billing, write reports, presentations, proposals and grants as directed. Maintain the City's section of the community webpage. Provide back up support as approved by the City Recorder to the City Department Heads. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending trainings and meetings as directed. This person has to have a functional knowledge of computers, and Microsoft Word, Excel, and Outlook Software. It is essential to learn computer software pertaining to Utility Billing and Municipal Court Clerk.

### **SUPERVISION RECEIVED:**

The Administrative Assistant reports directly to the City Recorder.

### **SUPERVISION EXERCISED:**

In the absence of the City Recorder the Administrative Assistant is responsible for the supervision of the Part Time Clerk.

### **DUTIES:**

The Administrative Assistant carries out various duties as workload and staffing dictate, the following list highlights areas of responsibility for the Administrative Assistant.

- 1) Utility Billing:
  - a) Perform billing of utility accounts and maintain all necessary records.
  - b) Audit accounts.
  - c) Prepare and process daily cash receipts and cash flow reports.
  - d) Process annual Public Works reports.
  - e) Correspondence for Utility Accounts/ Public Works Department.
  - f) Balance month end and general ledger.
- 2) General Office Operation and Customer Service:
  - a) Answer phones and record messages for City staff.
  - b) Type general correspondence
  - c) Order and inventory office supplies.
  - d) Process mail.
  - e) Issue Dog licenses and maintain license and impound records.

- f) Recording and coordinating the use of the Pilot Rock Community Center, Council Chambers and the City Park.
- g) Preparation of the City Newsletter.
- h) Administer the Swim Program
- i) Process all accounts receivable.
- j) Follow through on NSF checks.
- k) Process low income applications.
- l) Provides training for the part-time clerk.

3) Municipal Clerk of the Court:

- a) Process received citations, assign docket number, make docket sheets and folders.
- b) Prep for court, send out subpoenas, make notes for judge.
- c) Attend Court with Judge and make notes of judgements.
- d) Send letters for FTA's, fines and trial notices.
- e) Send traffic citations and suspension packets to DMV.
- f) Update and file all pending dockets.
- g) Send citations with no payments in 30 days to collections.
- h) Process payments.
- i) Record retention of court files.
- j) Knowledge of local ordinances and fine schedules.

**The Administrative Assistant is responsible for:**

- 1. Administrative support to the City Recorder, such as correspondence, appointment scheduling and meeting attendance.
- 2. Assist with grant writing duties per the direction of the City Recorder.
- 3. Assist with economic development proposals on the direction of the City Recorder
- 4. Preparation of Reports as requested.
- 5. Maintain the City's section of the community webpage.
- 6. Maintain Safety Manuals
- 7. Internet and email account set up and support for City departments.
- 8. City Recorder duties in the absence of the City Recorder.
- 9. Provide assistance to other staff as workload and staffing levels dictate.
- 10. Attend trainings to maintain job proficiency.
- 11. Maintain cooperative working relationships with City Staff, organizations and the public.
- 12. Any other duties as may be assigned by the City Recorder.
- 13. Process and balances monthly financial reports to be reviewed by the City Recorder.
- 14. Misc. filing and record retention.

**JOB REQUIREMENTS:**

An employee in this position is expected to have the following skills and qualifications:

1. High School Diploma or GED.
2. Three to five years' experience in a similar position.
3. Proficiency on computers, with Word, Excel and the internet.
4. Ability to balance accounts and financial work sheets.
5. Ability to be certified as a notary public of Oregon within 6 months.
6. Must pass written examination and practical tests.

This position will have the opportunity to advance pay scale by becoming certified in Court Clerk and Grant Writing.