



## **Administrative Assistant Job Description**

**Supervised by:** Village Manager and Village Clerk / Treasurer  
**Supervises:** N/A  
**FLSA Status:** Non-Exempt (Hourly)

### **General Summary:**

Under the general supervision of the Village Clerk/Treasurer and Village Manager, performs accounting, clerical, purchasing, and billing activities. Will also perform clerical duties for the Police Department.

### **Essential Duties and Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serve as the receptionist for the Village. Answer routine inquiries regarding village services / events and direct others to the proper resources.
2. Process and perform all major mailings
3. Serve as general cashier for the Village
  - a. Receive payments for taxes, utility billings, accounts receivables, and various fees and charges
  - b. Retrieve and process payments from the drop box
  - c. Balance cash drawer daily
4. Provide clerical assistance for Village Hall operations
  - a. Assist with sorting and distributing incoming mail
  - b. Maintain and organize a filing system for Village operations
  - c. Copy documents as required
  - d. Review park and council room reservations, approve / deny accordingly
  - e. Code account payables and verify funds in general ledger
5. Perform all necessary tasks for utility billings
  - a. Coordinate with Village staff to perform meter reads
  - b. Review Neptune online software information
  - c. Review meter reads for high / unusual usage, contact residents
  - d. Prepare and process automatic payments
  - e. Prepare and mail utility bills
  - f. Prepare and mail shut off notices
  - g. Prepare and process account penalties
  - h. Prepare and process shut off notices
  - i. Process new utility accounts, meter changes, and tap fees.
  - j. Maintain utility billing statistics

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6. Prepare, coordinate, and process work orders for general and utility operations
7. Assist with Village Social Media efforts, updates to Village web site, and update digital sign weekly
8. Coordinate purchasing activities for all departments and operations
9. Assist Clerk/Treasurer in posting required notices and preparing Council packets
10. Will serve as the backup for processing payroll in the absence of the Clerk/Treasurer.
11. Provide assistance to the Police Department
  - a. Record all tickets and monitor as they move through system
  - b. Assist in providing access to reports to the general public
  - c. general clerical assistance
13. Provide assistance to Village Manager and Event Coordinator for the following
  - a. Receive donation payments for village events, such as: Sounds of Summer Entertainment Series, Farmers Market, Kid's Day, Quincy Main St. Festival, Safe Trick or Treat/Fall Festival, Quincy Lights, and any other event as directed by the Village Manager
  - b. Assist Village Manager with event budget spreadsheets.
  - c. Assist Village Manager and Quincy Rotary with Pints in the Park event
    - a. Track donation income and communicate with Rotary member for donation pickup.
    - b. Track and mail all ticket purchases
    - c. Track and update all expenditures and forward to Rotary for processing.
  - d. Assist during village events.
14. Other duties as assigned by the Village Manager.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Knowledge of the principles, policies, and regulations of the Village and its operations, in order to perform the work and provide information to citizens and visitors.
- A high school diploma or equivalent.
- Strong organizational and communication skills.
- Ability to maintain effective working relationships with public officials, community organizations, fellow employees, and the general public.
- Skill in designing marketing materials using Adobe Photoshop and Illustrator.
- Skill in establishing and managing complex record keeping systems.
- Skill in using standard office equipment, including computers and related software.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to work effectively under stress and changes in work priorities.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to review and produce written and electronic documents.

The employee must occasionally lift and/or move items of light or medium weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee is regularly required to stand and walk. While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

