



- Familiarity with computer software in an office environment (word processing, spreadsheets, e-mail)
- Demonstrate organizational and administrative skills
- Flexibility and multi-tasking essential.

*CONTACT WITH PUBLIC:*

Continual.

*SUPERVISION RECEIVED:*

Intermittent.

*SUPERVISION OF OTHERS:*

None

*DECISION-MAKING:*

Decisions are mostly governed by procedures and relate to daily operations.

*EQUIPMENT USE/CARE:*

Computer, printer, copier, fax, telephone, calculator

*PHYSICAL REQUIREMENTS:*

Required to speak and hear clearly and frequently.

Must project a professional image.

Must be able to sit for extended time periods and possess the manual dexterity required for operating computers, fax machines and other office equipment.

*EDUCATION:*

High school diploma or equivalent, some college or business coursework preferred.

*EXPERIENCE:*

Some office background activities, such as computer familiarity, filing, phones, mail sorting.

Knowledge of Microsoft Office, Excel and Access a plus.

Knowledge of municipal administration and/or accounting a definite plus.