



Town of Milliken

1101 Broad Street
Milliken, CO 80543
Weld County

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<http://www.millikenco.us>

ADMINISTRATIVE ASSISTANT I/RECEPTIONIST

FLSA STATUS: Non-Exempt	DEPARTMENT: Administration
REPORTS TO: Town Administrator and Town Clerk	APPROVED DATE:

POSITION SUMMARY AND DEFINITION:

Serves as receptionist and provides administrative and support services for the Town Clerk and Town Administrator. Performs general office duties that include, filing, organizing and answering telephones, This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be an accurate reflection of the principal job elements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Milliken retains the right to modify or change the duties or essential and additional functions of the job at any time.

- General office duties in the form of copying documents, preparing payment vouchers & preparing Excel documents.
- Files, organizes and distributes correspondence, forms, site plans and maps received from developers, agencies and staff.
- Performs general receptionist duties including answering telephones and responding to citizens' inquiries.
- Disseminates correct information in a friendly, professional manner to internal & external customers.
- Prepares documents and other word processing assignments.
- Schedules, posts and distributes information as assigned.
- Maintains general office files, and other assigned files.
- Maintains office supplies and orders or purchases required office supplies.
- Responsible for administrative office machines & equipment.
- And other duties as assigned.

CONTACTS:

Citizens: Contacts require the explanation of routine and easily understood information. May require the request for adherence to Town guidelines and rules without enforcement authority.

Other Divisions/Outside Agencies: Contacts are primarily made at a peer or supervisory level within other functions or departments to coordinate joint work activities and special events/projects. Participation in outside peer groups and organizations associated with job duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Computer operation, including software programs in current use, such as Microsoft Office, Word, Excel, Publisher and Access.
- Customer service experience. Team player a must.
- General filing system maintenance.
- 2-4 years experience in a similar position, in a highly visible, high traffic office environment preferred.

- Strong verbal, written, analytical and interpersonal skills.
- Deal with a diverse public, and resolve problems in a positive and professional manner.
- Handle multiple tasks.
- Prioritize tasks, and work well under pressure.
- Ability to type 40-50 WPM.

MATERIAL AND EQUIPMENT USED:

Personal computer and various software programs including Caselle, telephone, photocopier, calculator and fax machine.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is primarily performed in an indoor office environment. This position requires operating a computer, and occasional lifting of boxes.

EXPERIENCE AND TRAINING:

- Graduation from High School or GED required, college and some business classes preferred.
- Experience in office environment.
- 2-5 years experience in providing executive support.
- Possess strong verbal, written, analytical and interpersonal skills.

The Town of Milliken is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce.

This job description has been reviewed and approved:

Department Director

Date

Human Resources

Date

Town Administrator

Date