

HAINES BOROUGH
POSITION DESCRIPTION
Temporary Administrative Assistant II
Borough Administration

SUMMARY:

Under moderate supervision, this mid-level temporary position is responsible for performing a variety of routine and complex clerical, administrative and secretarial duties and may receive assignments from either the Borough Clerk or the Deputy Clerk. This job description reflects the Administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

1. Assists the Borough Clerk's Office staff with a series of interrelated administrative, secretarial, and clerical duties directly concerned with the work of the Borough Clerk's Office including, but not limited to, records management, elections, public notices, advertising, job recruitment, correspondence, requests for bids/proposals, contracts, permitting, and travel arrangements.
2. Assists the Borough Clerk's Office staff with the preparation of borough assembly meeting packets.
3. When requested, attends public meetings to provide clerical support, including the recording of official minutes.
4. Assists with administrative duties for the Borough Administration Building such as greeting visitors, and mail retrieval and distribution.
5. Drafts correspondence and other documents when directed, and finalizes and disseminates edited documents.
6. Other duties as assigned to support and assist Borough Administration.

KNOWLEDGE AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Intermediate computer skills and familiarity with personal computer software programs, including, but not limited to, word processing, spreadsheets, and databases.
2. Accurate keyboarding skills.
3. Knowledge of standard office administrative and secretarial principles, practices and procedures, including filing, recordkeeping, and business letter writing.
4. Knowledge of correct English usage, including grammar, spelling, punctuation, and vocabulary, and the ability to prepare complete, clear, accurate and concise reports and correspondence.

5. Ability to organize work, set priorities, meet critical deadlines, and complete assignments with a minimum of direction.
6. Ability to maintain effective working relationships and communications with the public and local officials.
7. Effective oral and written communication skills.
8. Ability to read, analyze and interpret general governmental reports, forms, and regulations.
9. Ability to understand and interpret borough code.

EMPLOYMENT STANDARDS:

1. Minimum High school graduation or equivalent.
2. Minimum of four years of secretarial, clerical, or administrative experience involving modern office equipment and practices.
3. Two years of experience with governmental administrative assistance is preferred.
4. Must hold a valid Alaska drivers license or have the ability to obtain one within 30 days of hire.

WORK CONDITIONS & ENVIRONMENT:

1. While performing the duties of this job, the employee is regularly required to sit, use hands to operate a computer keyboard, or equipment controls; and to talk and hear. The employee is frequently required to reach with hands and arms, to stand, walk, climb, balance, or crouch. The employee frequently moves about to coordinate work. The ability to occasionally negotiate stairs is important.
2. The employee must occasionally lift and/or move up to 25 pounds. The employee must have clear close, distance, and color vision.
3. The noise level in the work environment is usually quiet.