



**HAINES BOROUGH
JOB DESCRIPTION
OFFICE ASSISTANT**

SUMMARY: This entry-level, part-time position is responsible for performing routine clerical duties and may receive assignments from the Borough Clerk or other Clerk's Office personnel. 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.

ESSENTIAL DUTIES

1. Retrieve, sort, stamp, and distribute incoming mail. Process and post outgoing mail. Notify the Borough Clerk when the postage meter balance is low.
2. Answer the telephone and route calls or take messages.
3. Greet customers, including citizens, government officials, and other borough employees, and direct to the appropriate departmental personnel.
4. Order supplies as directed and needed. Distribute and/or stock supplies when they are received. Monitor supplies inventory to prevent out of stock situations.
5. Operate personal computers using word processing and e-mail programs.
6. Post borough notices at designated locations in town. Dispose of outdated notices.
7. Make single and multiple copies using features of the copying machine to get the most cost efficient use of the equipment.
8. Perform other duties related to assigned function as directed.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to operate a personal computer.
2. Knowledge of and ability to use Microsoft Office programs, including Word and Outlook.
3. Ability to read, speak and interpret instructions in English.
4. Ability to work courteously and effectively with the public and co-workers.

MINIMUM EMPLOYMENT STANDARDS

1. High school graduate or general education degree.
2. Must hold an Alaska driver's license or obtain one within thirty days of hire.
3. Must be able to be understood clearly over the phone.
4. Must be able to move about, including reaching and crouching, to coordinate work.
5. Must be able to regularly lift up to ten pounds and occasionally lift up to fifty pounds.
6. Must be ambulatory to run errands and use stairways.