

HAINES BOROUGH
POSITION DESCRIPTION

Administrative Assistant II

Assessment/Lands Department

SUMMARY:

This position is responsible for administering aspects of property files and taxation, and works under the direction of the Borough 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. Administer aspects of property tax records, including the assessment database, property data files, exemptions, public notices, forms, deed review, title searches, and correspondence.
2. Administer all foreclosure aspects, including small claims court and land sales.
3. Respond to information requests for property accounts, taxation, borough website and other related requests, including property nuisance orders and citizen complaints.
4. Provide assistance regarding plat maps, website parcel viewer use, and other related maps.
5. Assist with the initial receipt and review of borough planning & zoning permit applications, including fee payments, follow-up site visits, code requirements and subsequent basic response letters and emails.
6. Assist with preparation of Planning Commission monthly packets, including correspondence, maps, website updates, and meeting preparations, as needed.
7. Perform general office administrative duties, including answering the phone, greeting visitors, maintaining bin forms, scanning, copying, assisting staff with travel arrangements, and assisting with tax payments, if needed.
8. May assist with passport acceptance, notarial, and voter election/registration services.
9. Other duties, as assigned.

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 to proficient computer skills and familiarity with personal computer software programs, including, but not limited to, word processing, spreadsheets, and databases.
2. Accounting ability and comfortable with researching records.
3. Accurate keyboarding skills.

4. Knowledge of standard office administrative and secretarial principles, practices and procedures, including filing, recordkeeping, and business letter writing.
5. Knowledge of correct English usage, including grammar, spelling, punctuation, and vocabulary, and the ability to prepare complete, clear, accurate and concise reports and correspondence.
6. Ability to organize work, set priorities, meet critical deadlines and frequent interruptions, and complete assignments with a minimum of direction.
7. Ability to maintain effective working relationships and communications with the public and local officials.
8. Effective oral and written communication skills.
9. Ability to read, analyze and interpret general governmental reports, forms, and regulations.
10. Ability to understand and interpret borough code.

EMPLOYMENT STANDARDS:

1. Minimum High School graduation or equivalent, with strong emphasis on accounting, computer and public communication skills.
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 varies depending on public business and borough meetings.