Town of Hudson

Job Description

POSITION:

Administrative Aide II

JOB SUMMARY:

Performs highly responsible secretarial and administrative support duties for the Town of Hudson.

SUPERVISION RECEIVED:

Works under the general supervision of the Town Planner and Deputy Fire Chief, who outline departmental policy, make work assignments, and evaluate work in terms of effectiveness of results. Performs duties with a high degree of independence, exercising judgment and tact in answering inquiries.

SUPERVISION EXERCISED:

May exercise supervision over projects as assigned to assist with accomplishing the division's goals and objectives.

EXAMPLE OF DUTIES:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

1. Receives communications directed to the Community Development Department. Assist customers by answering inquiries based on the knowledge of matters or directing them to the appropriate subject expert.

2. Processes a variety of correspondence, memoranda, forms and reports.

3. Prepares various complex and/or routine departmental reports pertaining to activities of the department and submits reports to Administration personnel.

4. Schedules appointments and meetings for appropriate staff members; attends meetings and functions for the purpose of gathering information and making notes of proceedings.

5. Maintains Community Development filing systems; maintains reference file of correspondence, memoranda, purchase orders and a variety of other materials.

6. Support the mission of the Planning, Zoning and Code Enforcement areas.

7. Develops and manages the agendas for the Town of Hudson Planning and Zoning Boards.

8. Assist in other areas of Community Development as needed.

9. Assist with citizen's requests for service and requests for information.

10. Performs customer fee administration (calculating, reporting and tracking).

11. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Considerable knowledge of modern office practices and procedures.

2. Considerable knowledge of business English, spelling, arithmetic and vocabulary.

3. Ability to type accurately and rapidly. Knowledge of personal computers and the ability to create data base files.

4. Ability to transcribe letters and reports.

5. Ability to communicate in oral and written form.

6. Ability to maintain accurate records and files.

7. Ability to establish and maintain effective working relationships with other departments, employees, and the general public.

8. Ability to work independently and work with confidential information.

MINIMUM QUALIFICATIONS REQUIRED:

Graduation from High School supplemented by specialized training in secretarial skills and two years of experience in similar secretarial work; or an equivalent combination of education and experience which demonstrates possession of the required knowledge of skills.