

TOWN OF TRUMBULL  
CIVIL SERVICE BOARD  
ANNOUNCES AN EXAMINATION FOR  
VARIOUS ADMINISTRATIVE & CLERICAL POSITIONS

**SALARY:** \$22.72-\$28.57 per hour depending on the position. This test will be used to fill positions in job titles on the attached list for current and future vacancies that occur over the next 12 months. The lists may expire earlier than 12 months if there is insufficient number of candidates on a given list.

**HOURS:** see attached

**CLOSING DATE:** Applications must be postmarked or on file with the Civil Service Board, Town Hall, Trumbull, Connecticut, 06611. **Application must be postmarked or on file in HR/Civil Service by Wednesday June 24<sup>th</sup>.** **(See "Instructions for Applying" for deadlines and limits on the number of candidate applications)**

---

**GENERAL INFORMATION ON THIS EXAMINATION**

**PARTS**

**WEIGHTS**

Online Office Proficiency Assessment Test 100%\*

\* Candidates will undergo testing on the following basis:

Candidates must pass an initial keyboarding test at 35 wpm with 95% accuracy. \*\* Those passing candidates will take additional "core components" testing including but not limited to Basic Word, Basic Excel and other clerical/computer applications. Those eligible candidates from the core testing will be given additional tests depending upon of the position opening.

Each candidate must have had the required experience and training to be eligible for this examination. Before final certification, each applicant must successfully pass a physical examination attesting to physical ability to perform the duties involved.

Each candidate must attain the passing grade on each phase in order to be eligible for continued competition. This examination will be conducted for the Town of Trumbull by the Trumbull Civil Service Board within the authority of Section 7-413 of the 1959 revision of the State of CT. Please notify the Civil Service office in advance of the examination of any disability which may require special accommodation. Anyone claiming Veterans' Preference must bring original DD 214 document.

Applicants must be citizens of the United States or must present proper authorization to work in the United States by the closing date.

\*\* A practice keyboarding test is available for home use at <http://www.opac.com/opac-demo-for-home/>

(OVER)

**IMPORTANT INSTRUCTIONS FOR APPLYING:**

**We will be testing the first 100 candidates and all internal candidates who apply. Testing may go beyond the first 100 applications depending upon the number of vacancies and the expiration of the eligibility list.**

Please go to [www.trumbull-ct.gov](http://www.trumbull-ct.gov) to print the application and mail completed application to:

Town of Trumbull  
HR/Civil Service  
5866 Main Street  
Trumbull, CT 06611

Applications will **NOT** be available at the HR/Civil Service office. You must download and print the application from the Town's website. The application must be mailed to the address above, or faxed to 203/452-3856; or emailed to [mmeier@trumbull-ct.gov](mailto:mmeier@trumbull-ct.gov).

EEO

| Job Class Desc               | Pay Grade & Hours | Hourly Rate             |
|------------------------------|-------------------|-------------------------|
| ADMIN SUPPORT I              | DD35              | 22.72                   |
| ADMIN SUPPPORT II            | E35               | 23.83                   |
| ADMIN SUPPORT III            | EE35              | 24.99                   |
| P&Z OFFICE ADMINISTRATION    | F35               | 26.18                   |
| OFFICE MGR./BUILDING         | F35               | 26.18                   |
| ADMIN DETECTIVE BUREAU       | F40               | 26.18                   |
| PENSION/BUDGET ADMIN ASST    | F35               | 26.18                   |
| ADMINISTRATIVE ASSISTANT EMS | FF35              | 27.21                   |
| ASST. TOWN CLERK             | G35               | 28.57                   |
| PUBLIC WORKS ADMIN - (2)     | 40                | range \$48,043-\$53,277 |

## Town of Trumbull

**Title:** Administrative Support I \*

**Position Definition:** Performs a wide variety of general clerical and/or account keeping functions encompassing a range of diverse but routine functions including basic processing, reception, filing, record keeping, bookkeeping, data entry, and typing with speed and accuracy.

**Department:** As Assigned

**General Statement of Duties:**

Types a variety of forms, cards, labels, envelopes, routine memos, requisitions, accounting and financial statements, etc. and proofreads materials. Prepares agendas, takes and transcribes meeting minutes. May attend meetings, depending on assignment, as clerk to various boards and commissions. Sets up and maintains records and files according to established procedures and searches files for information. Compiles information from standard sources and prepares reports. Answers phone, relays calls and takes messages. Receives and directs visitors. Handles routine requests for information or assistance over the telephone or in person (counter, reception or information desk). Obtains information, assists with applications, and prepares and processes permits or licenses after assuring that all requirements are met. Copies and collates materials. Prepares routine forms and correspondence. Receives sorts and distributes mail. Performs a variety of basic and repetitive processing tasks, e.g. sorts, numbers, codes and files materials, reviews materials for accuracy and completeness, makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to senders or other departments. Assists in or maintains inventory and orders supplies. In a library, registers borrowers and charges, discharges books; maintains circulation and attendance records; prepares and mails overdue notices. Operates various office machines, including but not limited to calculators, copiers, faxes and personal computers. Enters and retrieves data from automated financial, department specific and HRIS systems. Prepares department payroll. Performs related duties as required.

**Additional Duties:** Operates various office machines, including, but not limited to calculators, copiers, faxes and personal computers. Enters information and retrieves data from MUNIS financial and/or HR systems. Performs related duties as required.

**Supervised By:** Works under the supervision of a department head and/or designee.

**Qualifications Profile:** The skills and knowledge required would generally be acquired with a High School Graduate or GED and three (3) years of responsible office experience using word processing or performing account keeping tasks. Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English. Some knowledge of elementary bookkeeping.

Ability to maintain complex clerical records and prepare reports from such records.

Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies.

Ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

Ability to follow oral and written instructions and to communicate effectively orally and in writing.

Ability to organize and file documents.

Ability to operate office equipment.

Ability to utilize various office automation software, including word processing systems, spreadsheets and database management programs, department specific software and automated HRIS or financial systems;

Ability to type from clear copy or rough draft, using a word processor, with speed and accuracy; ability to deal effectively with others, including the general public and co-workers.

**Note:** The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

\*Replaces former Job titles: Records Clerk; Circ/Tech Services Assistant; Traffic Clerk; Clerk.

## Town of Trumbull

**Title:** Administrative Support II\*

**Position Definition:** This class is distinguished from the class of Administrative Support I by the more difficult or varied assignments.

**Department:** As Assigned

**General Duties:** Performs varied and difficult/complex clerical and/or sub-professional accounting tasks Responds to questions from the public concerning a number of different services or provides explanations to semi-technical regulations in a specialized field. Supervises the collection and compilation of complex statistical data from a variety of source materials. Supervises or personally prepares payroll, budget records, vouchers, requisitions and other data. Schedules and assigns tasks to subordinate clerks and reviews their work for accuracy and completeness. Trains subordinate staff in office policies and procedures including department specific software. Establishes complex cross reference files and file categories. Supervises the maintenance of revenue and appropriation ledgers and prepares periodic and special financial reports, when required. Provide direct administrative support to supervisor/manager which may include maintaining calendars, proofreading, drafting correspondences of a various level of complexity. Maintain strict confidentiality depending on assignment. Includes all tasks outlined in the Adm. Sup. I job description.

**Additional Duties:** Operates various office machines, including, but not limited to calculators, copiers, faxes and personal computers. Enters information and retrieves data from MUNIS financial and/or HR systems. Performs related duties as required.

**Supervised By:** Receives general supervision from the Department Head or designee.

**Qualifications Profile:** The skills and knowledge required would generally be acquired with a High School Diploma or GED and three (3) years' experience performing moderately difficult administrative or account keeping tasks. Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English.

Thorough knowledge of the regulations and practices of the office to which assigned. Good knowledge of modern clerical account keeping practices.

Some knowledge of professional accounting practices.

Ability to follow complex oral and written directions and to prepare complex fiscal and other reports.

Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies. Ability to effectively communicate orally and in writing; ability to plan and supervise the work of others.

Ability to utilize various office automation software, including word processing systems, spreadsheets and database management programs.

Ability to deal effectively with others, including the public, and co-workers.

**License or Certificate:** Not Applicable.

**Note:** The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

\*Replaces former Job titles: Recreation Admin. Assist; Administrative Asst Library; Real Estate Tax Clerk; Motor Veh/Pers. Property Administrator, P&Z Administrative Assistant.

## Town of Trumbull

**Title:** Administrative Support III\*

**Position Definition:** This class is distinguished from the class of Administrative Support I and II and provides office manager type support to a department or division.

**Department:** As Assigned

**General Duties:** Performs varied and difficult/complex clerical and/or sub-professional accounting tasks Responds to questions from the public concerning a number of different services or provides explanations to semi-technical regulations in a specialized field. Supervises the collection and compilation of complex statistical data from a variety of source materials. Supervises or personally prepares payroll, budget records, vouchers, requisitions and other data. Schedules and assigns tasks to subordinate clerks and reviews their work for accuracy and completeness. Trains subordinate staff in office policies and procedures including department specific software. Establishes complex cross reference files and file categories. Supervises the maintenance of revenue and appropriation ledgers and prepares periodic and special financial reports, when required. Provide direct administrative support to supervisor/manager which may include maintaining calendars, proofreading, drafting correspondences of a various level of complexity. Provides a high level of support and acts independently within assigned parameters. Maintain strict confidentiality depending on assignment. Includes all tasks outlined in the Adm. Sup. I and II job descriptions.

**Additional Duties:** Operates various office machines, including, but not limited to calculators, copiers, faxes and personal computers. Enters information and retrieves data from MUNIS financial and/or HR systems. Performs related duties as required.

**Supervised By:** Receives general supervision from the Department Head or designee.

**Qualifications Profile:** The skills and knowledge required would generally be acquired with a High School Diploma or GED and three (3) years' experience performing moderately difficult administrative or account keeping tasks. Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English. Thorough knowledge of the regulations and practices of the office to which assigned. Good knowledge of modern clerical account keeping practices. Some knowledge of professional accounting practices. Ability to follow complex oral and written directions and to prepare complex fiscal and other reports. Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies. Ability to effectively communicate orally and in writing; ability to plan and supervise the work of others. Ability to utilize various office automation software, including word processing systems, spreadsheets and database management programs. Ability to deal effectively with others, including the public, and co-workers.

**License or Certificate:** Not Applicable.

**Note:** The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

\*Replaces former Job titles: Administrative Asst. Fire Marshal; Administrative Assistant Town Engineer; Administrative Assistant-Public Works Director; Administrative Assistant Counseling Center. New Position: Health department Administrative Asst.; Adm. Asst. H.R.

TOWN OF TRUMBULL  
PLANNING AND ZONING  
OFFICE ADMINISTRATION

WAGE GROUP: F

**General Statement of Duties:**

1. Ensures regulatory compliance with all public notice procedures, including but not limited to those set forth in the Town Charter, Local Zoning Code, Municipal Code, State and Federal Legislation
2. Processes incoming applications for Planning & Zoning Commission (P&Z) and Zoning Board of Appeals (ZBA), ensuring timeliness, completeness and proper notification to abutters
3. Directly contacts applicants for additional information, if needed
4. Records special permits, variances, subdivision maps, etc. on the land records
5. Drafts official decision letters as required by P&Z and ZBA
6. Facilitates referrals to abutting towns and regional planning commissions
7. May require basic interpretation of maps and site plans
8. Schedules public hearings and special meetings
9. Administers bond files
10. Mathematical ability – will handle cash and checks
11. Attends and keeps minutes of meetings as required by department (evenings)
12. Greets public and answers basic regulatory questions relevant to zoning
13. Copies/scans/files/faxes/emails/
14. Answers phones and returns voice mails and transfers calls as needed
15. Updates spreadsheets
16. Related work as assigned, including cross-training for occasional coverage of Administrative Assistant duties as required

**Supervision Received:** Works under the direction of the Director of Planning & Development

**Supervision Exercised:** none

**Minimum Qualifications, Knowledge, Skill and Ability:**

1. Ability to respond courteously to the public
2. Ability to lift objects up to 25 lbs
3. Ability to edit written documents for grammar, expression and accuracy
4. Strong computer skills with an emphasis on Word, Outlook, Excel, Adobe Acrobat & Trumbull GIS
5. Ability to learn appropriate State and Town laws
6. Clear and concise written and oral expression
7. Accuracy and attention to details
8. Ability to create and maintain an organized filing system, both paper and electronic records

**Experience and Training:**

1. Graduation from high school or GED required, college degree desirable
2. Five (5) years of experience in office work including public contact
3. Experience in clerking public hearings and/or court hearings.

TOWN OF TRUMBULL  
ADMINISTRATIVE ASSISTANT  
BUILDING

WAGE GRADE: F

**General Statement of Duties:**

1. Proficiency with computer, including but not limited to Word and Excel
2. Handles complex assignments
3. Works independently
4. Independently prepares correspondence and reports
5. Performs responsible and difficult tasks involving independent judgment and personal initiative
6. Assists in preparation of departmental budget and reports
7. May act as administrative liaison with internal or external sources
8. Performs financial and statistical record keeping
9. Mathematical ability; may handle cash
10. Will be cross-trained and will assist in training others, as determined by departmental need
11. Attends and keeps minutes of meetings as required by department
12. Related work as assigned
13. Maintains confidentiality required by the office.

**Supervision Received:** Works under the direction of Chief Building Official or his/her designee.

**Supervision Exercised:** none

**Minimum Qualifications, Knowledge, Skill and Ability:**

1. Knowledge of office procedures and principles of office management and or record keeping
2. Strong computer skills with an emphasis on Word and Excel
3. Ability to respond courteously to the public
4. Ability to follow oral and written instructions
5. Ability to learn appropriate State and Town laws
6. Clear and concise written and oral expression
7. Accuracy and attention to details

**Experience and Training:**

1. Graduation from high school or GED
2. College Degree desirable
3. Four (4) years experience in office work including public contact.

11/09

TOWN OF TRUMBULL

ADMINISTRATIVE ASSISTANT – DETECTIVE BUREAU

POLICE

WG: F

**General Statement of Duties:**

1. Proficiency with computer, including but not limited to Word and Excel
2. Handles complex assignments
3. Works independently
4. Independently prepares correspondence and reports
5. Performs responsible and difficult tasks involving independent judgment and personal initiative
6. Assists in preparation of departmental budget and reports
7. May act as administrative liaison with internal or external sources
8. Performs financial and statistical record keeping
9. Mathematical ability; may handle cash
10. Will be cross-trained and will assist in training others, as determined by departmental need
11. Attends and keeps minutes of meetings as required by department
12. Related work as assigned
13. Maintains confidentiality required by the office.

**Departmental Specifics:**

1. Types and edits Arrest Warrants, Search and Seizure Warrants, and other court documents and legal correspondence.
2. Maintenance of all files of the Detective Division.
3. Enters and researches data on the NCIC, Collect, and In-house computer for the efficient operation of the Detective bureau.

**Supervision Received:** Works under the direction of the Police Chief or his/her designee.

**Supervision Exercised:** none

**Minimum Qualifications, Knowledge, Skill and Ability:**

1. Knowledge of office procedures and principles of office management and or record keeping
2. Strong computer skills with an emphasis on Word and Excel
3. Ability to respond courteously to the public
4. Ability to follow oral and written instructions
5. Ability to learn appropriate State and Town laws
6. Clear and concise written and oral expression
7. Accuracy and attention to details

**Experience and Training:**

1. Graduation from high school or GED
2. College Degree desirable
3. Four (4) years experience in office work including public contact.

TOWN OF TRUMBULL  
PENSION/BUDGET  
FINANCE/ADMINISTRATIVE

WAGE GROUP: F

**GENERAL STATEMENT OF DUTIES:**

1. Proficiency with computer, including but not limited to Word and Excel
2. Handles complex assignments
3. Works independently
4. Independently prepares correspondence and reports
5. Performs responsible and difficult tasks involving independent judgment and personal initiative
6. Assists in preparation of departmental budget and reports
7. May act as administrative liaison with internal or external sources
8. Performs financial and statistical record keeping
9. Mathematical ability; may handle cash
10. Will be cross-trained and will assist in training others, as determined by departmental need
11. Attends and keeps minutes of meetings as required by department
12. Related work as assigned
13. Maintains confidentiality required by the office

**DEPARTMENTAL SPECIFICS:**

1. Administration of pension benefits and calculation of contribution refunds.
2. Maintains pension files for Town and Board of Education employees.
3. Coordinates activities and maintains files for Board of Finance and Pension Board.
4. Responsible for Agendas and Minutes for Board of Finance and Pension Board.
5. Prepares sales and use tax returns for Tashua Knolls.
6. Post special detail receipts.

**SUPERVISION RECEIVED:** Works under the direction of the Director of Finance or his/her designee

**SUPERVISION EXERCISED:** none

**MINIMUM QUALIFICATIONS KNOWLEDGE, SKILL AND ABILITY:**

1. Knowledge of municipal accounting practices and procedures as well as office procedures.
2. Strong computer skills with an emphasis on Word and Excel
3. Ability to respond courteously to the public
4. Ability to follow oral and written instructions
5. Ability to learn appropriate State and Town laws
6. Clear and concise written and oral expression
7. Ability to learn all financial software relative to financial processing.
8. Accuracy and attention to details

**EXPERIENCE AND TRAINING:**

1. BA in Business preferred. Must have an Associates Degree in Business or two (2) years at a business school with courses in finance.
2. Five (5) years office experience in a business/financial environment.
3. Must have experience in taking meeting minutes.

TOWN OF TRUMBULL  
ADMINISTRATIVE ASSISTANT  
TRUMBULL E.M.S.

WAGE GRADE: FF

**General Statement of Duties:**

1. Proficiency with computer, including but not limited to Word and Excel
2. Handles complex assignments
3. Works independently
4. Independently prepares correspondence and reports
5. Performs responsible and difficult tasks involving independent judgment and personal initiative
6. Assists in preparation of departmental budget and reports
7. May act as administrative liaison with internal or external sources
8. Performs financial and statistical record keeping
9. Mathematical ability; may handle cash
10. Will be cross-trained and will assist in training others, as determined by departmental need
11. Attends and keeps minutes of meetings as required by department
12. Related work as assigned
13. Maintains confidentiality required by the office.
14. Coordinates new volunteer staff training program.
15. Assist with billing/PCR compliance.

**Supervision Received:** Works under the direction of the Executive Director of EMS.

**Supervision Exercised:** none

**Minimum Qualifications, Knowledge, Skill and Ability:**

1. Knowledge of office procedures and principles of office management and or record keeping
2. Strong computer skills with an emphasis on Word and Excel
3. Ability to respond courteously to the public
4. Ability to follow oral and written instructions
5. Ability to learn appropriate State and Town laws
6. Clear and concise written and oral expression
7. Accuracy and attention to details

**Experience and Training:**

1. Graduation from high school or GED
2. College Degree desirable
3. Four (4) years experience in office work including public contact.
4. EMT certification or medical background preferred.

TOWN OF TRUMBULL  
ASSISTANT TOWN CLERK  
TOWN CLERK/ADMINISTRATIVE

WAGE GROUP: G

**General Statement of Duties:**

1. Proficiency with computer, including but not limited to Word and Excel
2. Handles complex assignments
3. Works independently
4. Independently prepares correspondence and reports
5. Performs responsible and difficult tasks involving independent judgment and personal initiative
6. Assists in preparation of departmental budget and reports
7. May act as administrative liaison with internal or external sources
8. Performs financial and statistical record keeping
9. Mathematical ability; may handle cash
10. Will be cross-trained and will assist in training others, as determined by departmental need
11. Attends and keeps minutes of meetings as required by department
12. Related work as assigned
13. Maintains confidentiality required by the office.

**Department Specifics:**

1. Records and updates land records and assigns volume and page number.
2. Produces daybook and timely computerized indices for searching.
3. Registers new voters after registrar hours and supervises the issuance of absentee ballots at election time.
4. Issues licenses and/or certifies copies of deeds, burial permits, vital statistics certificates, and records trade names.
5. Shares work at election time under current statutes and prepares election reports and material (kits) for Election Day use.
6. Trains the elected Town Clerk.

**Supervision Received:**

Works under the direction of the Town Clerk.

**Supervision Exercised:**

Acts as Town Clerk in his/her absence or his/her designee.

**Minimum Qualifications, Knowledge, Skill and Ability:**

1. Knowledge of office procedures and principles of office management and or record keeping
2. Strong computer skills with an emphasis on Word and Excel
3. Ability to respond courteously to the public
4. Ability to follow oral and written instructions
5. Ability to learn appropriate State and Town laws
6. Clear and concise written and oral expression
7. Accuracy and attention to details
8. Ability to obtain CT certificates for municipal clerks.
9. Ability to lift and carry up to 25 lbs.

**Experience and Training:**

1. Bachelors Degree in Public Administration or related field preferred.
2. Three years municipal office experience or 4 years general office including public contact.
3. Experience with municipal land records and/or election procedures preferred.

TOWN OF TRUMBULL  
ADMINISTRATIVE ASSISTANT  
HIGHWAY & PARKS DEPTS.

GENERAL STATEMENT OF DUTIES:

1. Responsible for responding to a multitude of phone calls with a wide variety of inquiries, including referral of more complex issues to the proper authority, in conjunction with the completion of various other job requirements.
2. Assists the needs of residents/vendors and companies that frequent the Highway Department by phone or in person.
3. Maintains radio contact with field personnel.
4. Responsible for the handling of cash/checks and proper recording of sales of recycling center tickets and recycling bins to residents.
5. Enter service requests from residents and supervisors into Q-Alert Database, as well as assisting residents and staff with inquiries and updates regarding requests.
6. Manage all aspects of annual trash hauler permit renewals.
7. Manage all office related aspects of the Town seasonal bulk pick-up program.
8. Maintain spreadsheet records for the Comptroller for departmental activity including, but not limited to, recycling bin inventory, leaf collection, recycling center activity and bulky waste collection.
9. Track labor hours for the Highway & Parks Depts. for the Director of PW
10. Keep employee information files updated, including but not limited to, contact information and CDL licensing updates.
11. Responsible for Fleet Maintenance and GIS systems, and run reports for the DPW, as back-up to Office Manager.
12. Act as back-up for payroll and invoice processing for the Office Manager.
13. Various basic office duties, including filing, timecard labeling, ordering of office supplies, etc.
14. May act as administrative liaison with internal and external sources.
15. Maintains confidentiality required by office.
16. Covers the office during the absence of Office Manager.
17. Related work as assigned.

SUPERVISION RECEIVED:

Works under direction of Office Manager and/or authorized supervisor.

SUPERVISION EXERCISED:

None

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of office procedures and principles of office management and/or record keeping.
2. Emphasis on solid accounting skills.
3. Strong computer skills with an emphasis on Word, Excel & Outlook.
4. Ability to learn Fleet Maintenance, GIS System & Q-Alert Database.
5. Must be well-organized, able to multi-task with minimal supervision.
6. Excellent customer service skills
7. Ability to respond courteously to the public
8. Ability to follow oral and written instructions
9. Ability to learn appropriate State and Town laws
10. Clear and concise written and oral expression

11. Accuracy and attention to details
12. Ability to work independently

EXPERIENCE AND TRAINING:

High school graduate or equivalent and minimum of 4 years of municipal and/or administrative office work experience in a fast-paced environment.

TOWN OF TRUMBULL  
OFFICE MANAGER  
PUBLIC WORKS – HIGHWAY AND PARKS

**General Statement of Duties:**

1. Monitors and reports on departmental expenditure accounts
2. Enters service requests from residents and supervisors into Q-Alert Database, as well as assisting residents and staff with inquiries and updates regarding requests.
3. Responsible for Fleet Maintenance and GIS System programs and develop and oversee data input in order to run reports for DPW.
4. Processes and enters Payroll (time and attendance) on a weekly basis.
5. Answer phones and attend to residents/vendors and companies that frequent the Highway Dept. in need of assistance, i.e., to purchase recycling bins, tickets, to take delivery of an order, etc.
6. Calls in and follows through with paperwork for Worker's Compensation claims
7. Keeps inventory of departmental equipment and supplies
8. Verifies and reconciles individual charges to vendor invoices
9. Handles complex assignments
10. Independently prepares correspondence and reports
11. Performs responsible and difficult tasks involving independent judgment and personal initiative
12. Assists in preparation of departmental budget and reports
13. May act as administrative liaison with internal or external sources
14. In the absence of the administrative assistant, is responsible for picking up as much as possible of the overflow work usually handled by the administrative assistant. May perform duties of a lower classification.
15. Uses initiative and independent judgment in solving problems of the office.
16. Related work as assigned.
17. Maintains confidentiality required by office.

**Supervision Received:** Works under the direction of the Director of Public Works or his/her designee.

**Supervision Exercised:** Supervises all office personnel in a lower classification.

**Minimum Qualifications, Knowledge, Skill and Ability:**

1. Knowledge of office procedures and principles of office management and/or record keeping.
2. Emphasis on solid accounting skills.
3. Strong computer skills with an emphasis on Word, Excel & Outlook.
4. Ability to learn Fleet Maintenance, GIS System and Q-Alert Database.
5. Must be well-organized, able to multi-task with minimal supervision.
6. Excellent customer service skills
7. Ability to respond courteously to the public
8. Ability to follow oral and written instructions
9. Ability to learn appropriate State and Town laws
10. Clear and concise written and oral expression
11. Accuracy and attention to details
12. Ability to work independently

**Experience and Training:**

High School graduate or GED with four (4) years experience in office work including public contact.