

## Administrative Assistant

### **Job Description:**

Performs intermediate administrative support work providing administrative support to department staff, receiving and processing incoming calls and visitors, preparing and maintaining records and files, typing a variety of documents, preparing reports, and related work as apparent or assigned. Work is performed under the supervision of the Town Superintendent.

Thorough knowledge of standard office practices, procedures, equipment and program assistance techniques; thorough knowledge of bookkeeping terminology, methods, procedures and equipment; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; ability to keep detailed and complex records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to type at a reasonable rate of speed; ability to prepare reports and other types of correspondence; ability to operate standard office equipment and personal computers including some knowledge of applicable software packages; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to deal with the public under stressful conditions and remain calm; ability to establish and maintain effective working relationships with associates, elected officials, vendors, and the general public.

**Position Type:** Full Time

**Salary:** \$27,000 to \$35,000

**Benefits:** Yes, Full Benefits

**Job Category:** Administration

**Job Location:** Dayton, Virginia

**City, Town, or County:** Dayton