



City of Moody Job Description

JOB TITLE: City Hall Administrative Assistant

DEPARTMENT: Administrative

Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

GENERAL SUMMARY

This position requires demonstrated competency and increasing independence, knowledge and ability in performing a variety of tasks in the Administrative Department. This classification is a part-time, non-exempt, hourly position and will have no supervisory responsibility. No benefits are associated with this position.

SUPERVISION

Under the general direction of the City Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only. They are not meant to be a complete and exhaustive listing of all duties and responsibilities of this position.

1. Adhere and comply with the City of Moody Policy and Procedures Manual.
2. Adhere and comply with safety rules and regulations.
3. Assist with the Revenue department in various responsibilities
4. Assist the City Clerk's office with general administrative activities
5. Greet, assist and direct visiting members of the public in a friendly and professional manner.
6. Receive phone calls from members of the public
7. Promote a team work environment; assists coworkers when necessary.

LICENSE & CERTIFICATIONS

Possession of a valid Alabama Driver's License

EDUCATION & TRAINING

High School Diploma or equivalent

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying.

KNOWLEDGE & SKILLS

Ability to communicate well with the public.

Ability to listen, understand, retain, follow, and apply verbal and written instructions or directions.

Establish and maintain cooperative working relationships with others.

Respond courteously to public inquiries.

Recognize and use safe work practices.

Ability to use and understand basic computer software programs such as Microsoft Word and Excel.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Ability to spend a significant amount of time sitting.

Some walking, stooping, standing required.

Ability to occasionally lift light loads (10-20 lbs.)

I hereby acknowledge receipt and acceptance of the job description by signing my signature below.

Employee Name

Date