

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

Salary range: \$15.95 - \$22.52

Hiring range: \$15.95 - \$18.75

Type:	Position Description	Document Number:	HR-PROC-
Title:	LTE – Administrative Assistant	Number of Pages:	2
Originators:	Administrative Services Coordinator	Approved By:	Director of Business Services
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DIVISION: Business Services **PAY GRADE:** 5

DEPARTMENT: Administrative Services **EXEMPT:** No

REPORTS TO: Administrative Services Coordinator

SUBORDINATES: None

SUMMARY:

This position is under the direct supervision of NEW Water’s Administrative Services Coordinator and will work closely with the Administrative Services Department to provide assistance to the entire organization.

Work is performed with initiative and minimal supervision in accomplishing delegated duties.

This is a limited term position for approximately 10 months, with the possibility to be extended. The work schedule would be part-time Monday through Friday, 12:00 noon until 4:00 p.m., and full-time June through August. Adjustments to the schedule may occur from time to time, with advanced notice. Work hours are negotiable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with the implementation of the new electronic records management system and updated records management program to include: scanning, document interpretation, audits, central file, and historical and permanent record preservation initiatives.

Shares in responsibility of iSupport requests that include, but not limited to: types letters and creates mail merges; develops spreadsheets; reviews and edits internal and external documents for professional, accurate, and consistent correspondence; scans, copies, and binds documents; process incoming and outgoing mail, and assists with meeting preparations.

Provides back-up coverage for the Administrative Assistant II by operating the multi-line telephone system, gate, and telecom system; distributing badges and credit cards, and greeting and directing visitors.

Other tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge – Extensive knowledge of modern office practices, procedures, and equipment. Conversant with a multi-line telephone system.

Skills and Abilities – Skilled in Microsoft Office Suite (Outlook, Word, and Excel), business English, document preparation, spelling, and editing. Knowledgeable in SharePoint, PowerPoint, and working with Record Management Programs a plus. Ability to multitask and demonstrate strong organizational skills. Self-starter, motivated, and work with minimal supervision. Experienced in providing quality customer service to both internal and external customers, and developing and maintaining effective working relationships with personnel and outside parties.

QUALIFICATIONS:

This position requires a high school education and six months of experience. Good technical skills and abilities are required. A valid driver's license is required.

WORKING CONDITIONS:

Work is performed in an office environment and not considered hazardous.

APPLICATION:

This position description is intended to identify essential duties and also illustrates other kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that will be required of employees or be used to limit the nature and extent of assignments that an individual is required to perform.

**Position Descriptions are subject to revision
at any time at the discretion of management.**