

The City of Cottleville is seeking a part time administrative assistant to perform special projects and various duties assigned including filling in at the front desk during absences and when the workload requires additional assistance. This position's immediate supervisor is the City Clerk -Treasurer.

Job Type: Part-time Administrative Assistant, as needed, less than 1500 hour per year.

Pay: Hourly Wage is \$16.00 per hour depending on qualifications.

Benefits: None

Schedule: 8-hour shifts or less.

Office hours are Monday-Friday 9-5pm.

Evenings are rare but will be required occasionally. Working Fridays, before and after holidays and during the weeks of holidays will be required for this position, however the city offers 14 holidays where City Hall is closed.

Desired Qualifications: include high school diploma at a minimum, formal office education or training, experience and college education preferred. Knowledge to operate computers, Microsoft, excel and phone systems. Some accounts payable, marketing and or social media experience helpful.

A successful candidate may perform various administrative tasks or special projects, such as:

- *Filing, organizing, copying, data entry, reoccurring accounts payable, invoicing, maintaining records and documents. Assist the City Clerk-Treasurer, Court Clerk and or City Administrator with special projects and duties as assigned.

- *Special projects may include but are not limited to public relations, booking and coordinating schedules, document retention and disposal, equipment tracking, auditing, licensing.

When covering the front desk, you may be asked to:

- *Perform additional administrative support tasks, such as keeping calendars, maintaining, and ordering office supplies. Requesting and scheduling office equipment service calls.

- *Greeting and logging walk-in customers and other visitors, directing and escorting them to specific destinations, taking messages and delivering them to the appropriate departments. Contributing to the security of the office by helping to monitor visitors' access.

- *Although an auto phone attendant is used for the City's incoming calls, answering, screening, and forwarding telephone calls is required.

- *Cash handling, processing payments, receipts and daily depositing required. Balancing daily drawer.

- *Printing permits/licenses and scheduling inspections and assist with maintaining permit logs.

- *Processing and printing park pavilion reservations including maintaining a public pavilion reservation calendar.

- *Prepare meeting rooms, light sweeping of customer lobby and waiting area, restock restrooms and wipe down shared equipment between professional cleanings.

Applications will be accepted until the position is filled with the desired candidate. To obtain an application visit the City of Cottleville's web site at www.cityofcottleville.com under forms/permits to find the general employment application. Completed applications with a resume should be submitted to amy.lewis@cityofcottleville.com.