



OFFICE ASSISTANT
VILLAGE OF FAIRPORT HARBOR

The Village of Fairport Harbor is seeking candidates for the position of part time Office Assistant.

The successful candidate will be expected to work 20 hours a week. Hours worked per day and days per week can be flexible. The pay rate is \$10 per hour.

Essential Functions include but are not limited to: provide secretarial support to the Fiscal Office and Administrator and throughout the office. Type letters, answers phones, reports, accounting, arithmetic and filing. The candidate will be responsible for entering data and collecting money. A high school diploma or equivalency is required. A complete job classification is attached herin.

Application forms are available online at www.fairportharbor.org, or at the Fiscal Office- Customer Service window, Fairport Harbor Village Hall, 220 Third Street, from 9 AM to 3 PM, Monday through Thursday, and 9 AM to 1 PM Friday. A background check will be done on potential candidates. Interested candidates must submit a completed application form before the February 28, 2017 deadline.

Submitted online 2-03-17

**Village of Fairport Harbor
Office Assistant**

Office Assistant

Classification

Classified (20 hrs. per week)

Part-Time

Department

Administration

Definition

Clerical work of some variety involving office support activities.

Work involves performing routine and varied clerical and office assignments following prescribed procedures and using initiative in completing assigned tasks. Work includes: typing, creating and updating filing systems, posting, record keeping and customer service. Follows instructions given on initial employment and in subsequent new assignments. A supervisor reviews work for accuracy and completeness. Assists other administrative personnel and/or Department Heads as needed.

Supervision

1. Is an employee of the Clerk-Treasurer and Village Administrator.
2. Works under the general direction of the Village Administrator with general oversight provided by the Administrative Assistant.

Job Environment

1. Work is generally performed indoors in an office environment. May sit or stand for extended periods of time. Climbs stairs and occasionally low step stools as necessary.
2. Operates various standard office equipment and computers.
3. Makes contact with the general public, vendors and other Village personnel.

Essential Functions

1. Types letters, tables, notices, contract specifications, reports, forms, accounting and financial statements, deeds, licenses, memoranda and other material.
2. Indexes and files correspondence, reports, cards, records and forms.
3. Maintains records and filing systems according to established methods and procedures. Assists the public in completing forms, answers and routes telephone calls, relays messages and provides general information as requested.
4. Receives cash, writes receipts, maintains record logs and prepares and makes deposits.
5. Operates office machines including, but not limited to, typewriters, word processors, calculators, computers, fax machines and copiers.
6. Provides secretarial support as needed.

7. Provides effective and efficient customer services and promotes and maintains responsive community relations.
8. Prepares and maintains databases necessary for the efficient operation of the water and zoning departments.
9. Performs related duties as assigned.
10. Reports unusual findings and circumstances to supervisor.
11. Errors could result in loss of service, damage to equipment, and monetary loss.

Minimum Qualifications

Education and Experience

1. High school diploma or equivalency.
2. Ability to meet bonding requirements of sec 157.17 of the Codified Ordinances of the Village of Fairport Harbor.

Knowledge, Ability and Skill

1. Knowledge of business English, grammar and basic arithmetic.
2. Some knowledge of modern office principles, practices and equipment.
3. Ability to operate a variety of office equipment.
4. Ability to type and/or enter computer data accurately from a rough draft or copy.
5. Ability to learn the operation of computers, various Windows based general office software, word processors and technical terms associated with such equipment or programs.
6. Ability to establish and maintain effective and cooperative working relationships with other employees and the general public.
7. Ability to follow oral and written instructions.
8. Ability to work independently and establish work priorities in a timely manner.
9. Ability to deal with the public tactfully, courteously and effectively.
10. Ability to communicate effectively both orally and in writing.

Physical Requirements

1. Constant sedentary to light physical effort required; required to sit or stand for several hours per day. Occasionally required to use low step stools and climb stairs.
2. Occasional lifting up to (30) thirty pounds.
3. Eyesight and hearing at or near correctable "normal ranges".

Revised 4/05
Adopted: _____