



Job Description

Position:	Administrative Assistant
Pay Classification:	Non-exempt
Location:	307 West Jefferson St. La Grange, KY 40031
Department:	Administration
Compensation:	\$36,000 - \$38,000 Annually

Responsible To:

Mayor

Position Summary:

Under the direct supervision of the Mayor, the administrative assistant will handle day to day operations of the front office of La Grange City Hall. Must be self-motivated to work independently along with the ability to work in a team-oriented environment. Strong written and verbal communication skills are essential to the duties of the position.

Supervisory Responsibilities:

No

Duties/Responsibilities:

- Communicates and interacts with Directors, Elected Officials, and other agency personnel to assist with administration objectives.
- Assist with the coordination and preparation of records such as agendas, notices, minutes, etc.
- Monitor, screen, respond to and distribute incoming communications.
- Composes and prepares confidential correspondence for Directors and the Mayor.

- Prepares, drafts, proofreads, and executes correspondence using excellent communication skills.
- Prepares proclamations.
- Answers the phone, opens, and distributes mail and assists customers for information.
- Prepares/assists with preparing and mailing records such as agenda notices, minutes and resolutions for meetings.
- Create and maintain database and spreadsheet files.
- Scans documents and files digital records.
- Assists with intake of applications for various departments.
- Assists with audio visual equipment for various board, commission or council meetings.
- Any other duties that may be assigned by the Mayor.

Required Skills/Abilities:

- Excellent written verbal and communication skills
- Must have excellent organizational and time management skills.
- Proficient knowledge of standard office administrative practices and procedures.
- Attention to detail.
- Must have good judgement and decision-making ability.
- Maintain Confidentiality.
- Ability to take initiative.
- Must maintain a professional demeanor.
- Strong work ethic.
- Must be able to multi-task.

Education and Experience:

- High school education/GED or equivalent.
- 1-2 years of experience preferred.

Certifications:

- Valid Driver's License.
- Notary Public State at Large for Kentucky or be eligible to serve as such.

Physical Requirements:

- Must be able to sit at a workstation for extended periods of time.
- Ability to lift 30 lbs. occasionally.
- Walking, twisting, and bending on a regular basis.

EOE Disclaimer:

The City of La Grange provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protected by federal, state, and local laws.

This policy applies to all aspects of employment, including recruitment, hiring, placement, promotion, discipline, demotion, termination, layoffs, recalls, leaves of absence, training, compensation, and benefits.