



# TOWNSHIP OF CHATHAM

58 Meyersville Road  
Chatham, New Jersey 07928  
www.chathamtownship.org

## JOB SPECIFICATION

<b>Title</b>	Administrative Assistant
<b>Department</b>	Various
<b>Type</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern
<b>FLSA Status</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
<b>Bargaining Unit</b>	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable
<b>Reports to</b>	Department Head
<b>Supervisory</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Probation Period</b>	180 days

### Summary/Definition

Assists a department head by performing and coordinating administrative support services; does other related work as required.

### Duties/Responsibilities

- Acts as principal assistant on administrative matters.
- Assists the department head in supervising and performing the work involved in preparation of varied financial reports and statements.
- Maintains liaison with other departments processing inquiries and providing information.
- Reviews inquiries and responds with the necessary technical information and assistance in a prompt manner.
- Coordinates fiscal procedures within the department including budget implementation and control, making sure that expenditures are in accord with allocation of funds and maintains records of receipts and disbursements which include petty cash.
- Keeps currently informed of new and revised policy statements, regulations, directives, resolutions, ordinances, statutes, and other relevant communications and develops plans and procedures for implementation of such communications.
- Coordinates collection of data and preparation of administrative and informative reports in support of department activities, time and attendance records, leaves, terminations, new employees, transfers, fiscal expenditures, and statistical records of performance data.
- Investigates administrative problems and makes recommendations for solutions.
- May assist in planning and implementing administrative improvements including organizational changes and work systems.
- Expedites and coordinates services such as maintenance, repairs, supplies, and mail.
- May prepare minutes of meetings.
- Reviews applications for completeness and log related transactions.
- Directs and/or makes special studies.

- Participates in or performs special studies or investigations which require analysis of requests and statistics, and makes recommendations regarding appropriate action.
- Coordinates office operations including clerical work, internal reporting systems, forms, space, and office equipment, and suggests methods for office improvements.
- Plans, schedules, and/or attends meetings and conferences, and prepares reports thereon.
- Reviews and/or prepares routine correspondence.
- Receives and processes correspondence pertaining to the department.
- Supervises the maintenance of records and files.
- Perform other related tasks as required.

## **Requirements**

### **Education**

- Graduation from an accredited college or university with an Associate's degree.

### **Licenses**

- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

### **Certifications**

### **Experience**

- Two (2) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

*NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.*

### **Knowledge/Skills/Abilities**

- Knowledge of the principles and procedures of public administration problems including personnel, fiscal management, and their adaptation to the department.
- Knowledge of government budget, administrative practices, and procedures.
- Knowledge of modern office management principles, procedures, and techniques and their adaptation.
- Knowledge of survey techniques and statistical and research methods.
- Ability to acquire knowledge of department organization and programs.
- Ability to organize assigned administrative work and develop appropriate work methods.
- Ability to prepare statistical, financial, and other reports.
- Ability to analyze problems and data, and take or recommend action.
- Ability to plan and supervise administrative control systems.
- Ability to speak and write effectively and to analyze, edit, review, and interpret complex technical material.
- Ability to maintain cooperative working relationships with the department and with outside departments and agencies.
- Ability to maintain records and files.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

## **Physical Requirements**

- Job frequently requires standing, walking, reaching, talking, hearing, and lifting up to 10 pounds.
- Ability to see information in print and/or electronically.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

*Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.*

*The Township of Chatham is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.*