

**Borough of Little Ferry
Job Description**

Job title:

Administrative Assistant (Part time)

Return completed application to:

Borough Administrator
Borough of Little Ferry
215 – 215 Liberty St
Little Ferry, NJ 07643

General statement:

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. This position is non-union and subject to the dually adopted personnel policies covering white collar employees within the Borough. The Borough is an Equal Opportunity Employer.

The hours for this position can vary and hourly rate of pay is dependent upon skill level.

General job summary:

The Administrative Assistant is responsible for providing secretarial, clerical and administrative support in order to ensure that municipal services are provided in an effective and efficient manner

Supervision:

Direct report to the Borough Administrator
Secondary report to the Borough Clerk
Assist other staff members as requested.

Essential functions:

- Greet, assist and/or direct visitors and the general public
- Receive, direct and relay telephone messages and fax messages
- Open and date stamp all general correspondence
- Maintain the general filing system and file all correspondence
- Assist in the planning and preparation of meetings, conferences and conference telephone calls
- Make preparations for Council and committee meetings
- Maintain an adequate inventory of office supplies
- Respond to public inquiries
- Provide word processing and administrative support

- Coordinate the repair and maintenance of office equipment
- Must have the ability to maintain confidentiality
- Understanding of various software platforms (Office) and the ability to learn additional software (Edmunds) for data entry
- Ability to conduct general internet research
- Perform other related duties as required

Minimum job requirements:

Education:

High school diploma or equivalent.

Preferred: Associates Degree or trade school

Experience:

Five years of general office experience

Preferred: Two years of work in a government entity

Computer skills, knowledge and ability:

General typing and data entry

Preferred: Above average knowledge of Microsoft Office Suite especially Word and Excel

(Note: A typing test maybe required for this position)

Language:

Ability to read, write and speak English

Ability to speak other languages not required but preferred

Certifications required:

None

Physical demands & work environment:

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects and files; reach with hands and arms; climb or balance; stoop, kneel, or crouch.

Employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus. Reasonable accommodations can be made to this requirement.

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees generally work 95% indoors and 5% outdoors. Outdoors is defined as travel and work in off-site storage facility where records are kept.

Their work environment indoors is usually in a temperature-controlled, ergonomically equipped office environment; some travel may be required for training and off-site records maintenance.

Interactions may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Persons with mental or physical disabilities are eligible as long as they can perform the essential duties of the position 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.

Fair Labor Standards (FLSA) Exemption Test:

This is a general test and not exhaustive. This test covers the three main principals of the FLSA exempt versus nonexempt rules. Additional tests and review maybe required. To be qualified as exempt, only one of the three below must be met.

- | | | | | |
|---|-----|--------------------------|----|-------------------------------------|
| Is management the primary job duty? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| Does position direct the work of 2 or more employees? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| Can employee hire/fire and/or suggest hiring/firing? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |

This position is:

- Exempt
Nonexempt

Borough of Little Ferry

Application for Employment- Part time Administrative Assistant

Please PRINT or TYPE

Position(s) Applied For: Part time Administrative Assistant

Date of Application ____ / ____ / ____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone (____) _____ - _____ Telephone (____) _____ - _____

If you are under 18, can you furnish a work permit? YES NO
(Must be on file prior to first day of work)

Have you ever been employed in the Borough before? YES NO

Are you legally eligible for employment in this country? YES NO
(Proof of U.S. citizenship or immigration status will be required upon employment)

Date available for work ____ / ____ / ____

Type of employment desired ___ Full Time X Part-Time ___ Temporary ___ Seasonal

Are you able to meet the attendance requirements of the position? YES NO

Have you been convicted of a felony in the last seven (7) years? YES NO
(Such conviction may be relevant if job related, but does not bar you from employment)

If yes, please explain: _____

Driver's license number (if required by job) _____ State _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

From: _____ To: _____ Employer: _____

Telephone (____) _____

Job Title: _____ Address: _____

Immediate Supervisor and Title: _____

Summarize the nature of work performed and job responsibilities:

Reason for leaving: _____

Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____

From: _____ To: _____ Employer: _____

Telephone (____) _____ Job Title: _____

Address: _____

Immediate Supervisor and Title: _____

Summarize the nature of work performed and job responsibilities: _____

Reason for leaving: _____

Hourly Rate/Salary Start \$ _____ per _____ Final _____ per _____

From: _____ To: _____ Employer: _____

Telephone (____) _____ Job Title: _____

Address: _____

Immediate Supervisor and Title: _____

Summarize the nature of work performed and job responsibilities: _____

Reason for leaving: _____

Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____

From: _____ To: _____ Employer: _____

Telephone (____) _____ Job Title: _____

Address: _____

Immediate Supervisor and Title: _____

Summarize the nature of work performed and job responsibilities: _____

Reason for leaving: _____

Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____

Skills and Qualifications

Summarize special skills and qualifications acquired from prior employment or other experiences that may qualify you for work with the Borough:

Educational Background

Name and Location			Years Attended	Graduated Yes/No	Course of Study
High School					
College	Major	Degree			
Other					

References

Name/Address	Telephone	Years Known
	Area Code () -	
	Area Code () -	
	Area Code () -	

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature: _____ Date: _____ / _____ / _____