

# **TOWN OF HOWEY-IN-THE-HILLS**

## **ADMINISTRATIVE ASSISTANT II (fna Admin Assist)**

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

This position reports to the Town Clerk. This position performs technically skilled tasks as well as administrative work of a difficult and highly responsible nature in the field of municipal government.

### **PRIMARY RESPONSIBILITIES:**

- Receiving and processing permit requests
- Processing and billing of permit fees
- Distributing Certificate of Occupancy information to the Lake County Property Appraiser
- Interact with the public both in person and via telephone, answering inquiries and providing general information concerning Town services and operations
- Assist the Utility Billing Clerk with receiving payments
- Assist Town Clerk with record management and disposition of all Town records according to the State of Florida Records and Archives Bureau.
- Assist Town Clerk with updates to Town website
- Assist Customers in Town Hall, via telephone, email and mail
- Prepare and advertise the Planning & Zoning Board Meetings, attend meetings and accurately and independently transcribe minutes
- Prepare and mail the Business Tax Receipts notices and correspondence
- Prepare Town Council agendas and attend the Town Council Meetings in the absence of the Town Clerk. Accurately and independently transcribe minutes.
- Logs and files all ordinances and resolutions
- Maintains board appointments, records and correspondence
- Prepares data for studies and reports
- Prepare invoices and spreadsheets associated with Building Permits. Communicate with Town Clerk and Town Building Official regarding questions and/or concerns with Building Permits. Prepare check request and back-up for Town Building Official monthly invoice. Provide Lake County and State with required information regarding Building Permits
- Order supplies for Town Hall while maintaining expenditures within the approved budget
- Other clerical work that may include typing correspondence, preparing spreadsheets and reports, faxing, or emailing documents. All other duties as deemed necessary

### **EDUCATION AND SKILLS REQUIRED:**

- Must possess a high school diploma or equivalent
- Ability to multi-task with ability to prioritize tasks
- Ability to plan and organize work in a manner conducive to full performance and high morale
- Ability to establish and maintain effective working relationships with Town Staff, Municipal Officials and the General Public
- Ability to prepare, analyze, interpret, and present complex statements and reports
- Ability to communicate ideas effectively both orally and in writing
- Proficient in Microsoft Office software, including Excel, Word and PowerPoint. Knowledge of Black Mountain software application is desired
- Knowledge of the principles underlying general laws and administrative policies governing municipal practices and procedures

### **PHYSICAL REQUIREMENTS**

- Must be able to sit for extended periods of time and enter data on a personal computer or terminal. Work requires reaching, standing, fingering, grasping, and repetitive motions
- Occasional bending, stooping, and lifting up to 25 pounds. Will be required to file and/or retrieve files and transport material and/or equipment to off-site storage facility
- Tasks require visual perception and discrimination. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Ability to communicate verbally in person and on the telephone

**The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein.**

### **COMPENSATION**

Full-Time Position, 40 hours per week required. There is no over-time for this position. This position is eligible for full-time employee benefits. Hourly Wage \$10.50 - \$14.00 DOQ  
A background check, drug screen and physical will be required.

The Town is a Drug Free and Tobacco Free Work Place. EE

***The Town of Howey-in-the-Hills is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Howey-in-the-Hills will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.***

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date