

Assistant to the City Clerk

DEFINITION

Provide professional and confidential administrative support to the City Clerk and other members of management as required. Prepares records such as agendas, notices, minutes, and resolutions for meetings, and distributes materials in advance. Other responsibilities may include screening and returning calls, relieving the main switchboard, making meeting arrangements, preparing reports, and customer relations. Requires strong computer skills, to include Adobe Professional and Microsoft Office, as well as internet research skills. Also calls for excellent interpersonal, organizational, and project coordination skills. Requires the ability to work well with all levels of internal management and staff, as well as outside clients, vendors and the public.

This position requires a high degree of adaptability. Incumbent will be faced with a variety of duties and responsibilities on a day to day basis and will be expected to manage these appropriately. Demonstrates good judgment and professional behavior at all times. Normally receives little instruction on daily work and general instructions on newly introduced assignments.

Knowledge, Skills, and Abilities:

- ♦ Ability to maintain confidential information.
- ♦ Detail oriented, highly organized with natural aptitude to thrive in fast paced environment with ability to manage multiple priorities in constantly changing environment.
- ♦ Conducts him/herself in a professional manner at all times; acts as a representative for the City.
- ♦ Exceptional written and verbal communication.
- ♦ Proactive in communication to executives, teammates, and employees, as well as individuals and professionals outside the City.
- ♦ Ability to accurately transcribe from written notes as well as audio recordings.
- ♦ Advanced knowledge in MS Word, Excel, PowerPoint, and Outlook as well as Adobe Professional.
- ♦ Effective in stressful, ambiguous situations.
- ♦ Extreme tact and excellent customer service ability.
- ♦ Project coordination with ability to plan, lead and drive projects to completion.

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To apply, please send resume as a Word or PDF document to lauracook@jatconsulting.net.