

**PLEASE POST
NOTICE OF VACANCY**

TITLE: Administrative Assistant

DEPARTMENT: City of Salem Veterans Services

POSITION STATUS: Part-time; 19 hours per week; no benefits
Non-union position

REPORTS TO: Director of Veteran Services

SALARY RANGE: \$13.00-\$15.00 per hour

DUTIES:

Manages the records maintenance for veteran benefits, including filing, organizes and preparation of materials for meetings to be attended by the Director.

Maintain veterans' appointment schedule in conjunction with the veterans' office driver. Manages office phone messages, answers requests for information and referral by telephone and personal contact.

Identifies, notifies, advises and ensures the completion of specified projects. Works with other City staff and outside agencies to complete projects.

Serves as primary for payroll functions and vendor/PO management.

Updates and maintains bulletin boards.

Able to drive the city veteran services car as needed.

Performs other duties as assigned by the Director, and expedites projects identified as priorities by the Director

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of business English, spelling and arithmetic.

Valid MA Driver's license.

Ability to understand and follow oral and written instructions.

Ability to maintain confidentiality. Confidentiality is of the utmost importance with particular emphasis on the effective administrative support for the Director and veterans services.

Ability to develop, lie out and install clerical procedures and operations from general instructions.

Excellent working knowledge of Microsoft Outlook, Word and Excel.

Possess a pleasant customer service disposition.

PHYSICAL DEMANDS:

The 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 use hands to finger, handle, or feel

objects, tools, or controls and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The 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. The noise level in the work environment is usually moderate.

Any person wishing to apply should do so in writing, stating qualifications. Such applications shall be submitted to jobs@salem.com no later than Friday, September 18, 2015.

City of Salem, Human Resources Department
120 Washington Street, 4th floor
Salem, Massachusetts 01970

Lisa B. Cammarata, Director, Human Resources

DATE: September 3, 2015

The City of Salem is an AA/EEO Employer