

**CITY OF ST. JOHN
ADMINISTRATIVE ASSISTANT**

This full-time position operates under the direct supervision of the Assistant City Manager. It handles clerical duties, including customer service and interacts with all public and other departments and entities as needed. Please review the position description below the ad.

Successful applicant must be a self-motivated person who can prioritize duties efficiently and effectively. A generous Benefit Package includes Health insurance, 13 paid holidays, vacation and sick leave, short & long term disability insurance, term life insurance for employee, LAGERS retirement plan, qualified tuition reimbursement, flex plan, 457 plan through Voya and group dental & vision (at employee's cost). Salary is \$17.50/hr.

The City of St. John is located at 8944 St. Charles Rock Road, St. John, MO 63114. Regular office hours are Monday thru Friday, 8 am – 5 pm. Resumes can be mailed to City of St. John, attn: Connie Poteet or e-mailed to cpoteet@cityofstjohn.org.

EOE/AA/M/F/D/V/E-VERIFY

**CITY OF ST. JOHN, MISSOURI
POSITION DESCRIPTION
(FULL-TIME)
ADMINISTRATIVE ASSISTANT**

OVERSIGHT DEPARTMENT:	Executive Management Department
DIRECT SUPERVISION:	Assistant City Manager
FLSA CLASSIFICATION:	Non-Exempt

GENERAL PURPOSE

This full-time position operates under the direct supervision of the Assistant City Manager. It handles all clerical duties, including customer service and interacts with all public and other departments and entities as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list below is a general, summarized list, and is not inclusive of all job functions and will change with applicable laws as passed by the State of Missouri and/or the City of St. John:

- 1) Be present at all Board of Adjustment, Planning & Zoning and Park Board meetings. Take minutes and type them up for the files (These are night time meetings);
- 2) Fill in for Police Dept. Senior Administrative Assistant when needed to work Council meetings;
- 3) Liaison to the City's Park Board. Coordinates with Park Board for the three (3) children's events each year (Easter, Halloween & Christmas);
- 4) Takes care of petty cash box;
- 5) Inventories office supplies and keeps stock updated for all offices.
- 6) Files liens with St. Louis County when needed. Handle inquiries from Title companies;
- 7) Collate budget books once a year;
- 8) Handles phone calls;
- 9) Work counter to help people;
- 10) Document filing;
- 11) Handles and tracks park rentals to prepare permit(s) and any equipment rented;
- 12) Helps with receipting miscellaneous checks that come in;
- 13) Sorts and distributes mail to appropriate departments.
- 14) Handles other various office projects as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Familiarity with general office equipment, including but not limited to the following:
 - (a) Multi-line phone; adding machine;
 - (b) Personal computer software including Microsoft Word, Microsoft Outlook, Microsoft Excel and other office related programs; Experience with MyGov software highly desired.
 - (c) Printers/Copiers/Scanners/Faxing machines.
- 2) Must be able to manage and prioritize duties efficiently and effectively in order to ensure tasks are completed in a timely manner and with accuracy;
- 3) Ability to communicate effectively and clearly with knowledge of administrative matters;
- 4) Ability to maintain discretion when necessary regarding legal proceedings and confidential information;
- 5) Must be able to perform job duties independently, under non-direct supervision;

- 6) Have strong customer service skills and excellent oral and written communication skills;
- 7) Must be able to work in a sometimes stressful environment while maintaining quality of services and professional relationships.

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:

- 1) While performing the duties of this job, the employee is frequently required to sit; stand; use hands & fingers and to talk and/or hear;
- 2) The employee is regularly required to walk, stand, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl;
- 3) The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the City and employee, and is subject to modification by the City as the needs of the City and requirements of the position change.