

Town of Dagsboro Delaware

Job Title:	ADMINISTRATIVE ASSITANT/TOWN CLERK	Position Type:	Full Time – 40 Hours/Week
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Job Description
<p>ROLE AND RESPONSIBILITIES</p> <p>Daily</p> <ul style="list-style-type: none"> • First person in - turn on the computers & the copier; change the sign on the front door. Check the voicemail & fax and unlock the filing cabinet. • Nightly put phones on night, copier on energy save. Change the sign on the door, lock the filing cabinet and shut out the lights. • Greet Walk-in visitors. Answer any questions they may have. Schedule meetings with the Town Administrator. • Assist customers with building permits, water bills, property taxes, business licenses, sign permits, faxes, copies, notary service (place receipt and payments for services in petty cash), and new business information packets. • Send completed building permit applications to AECOM, follow-up as needed, copy permit, and contact applicant when ready, etc. • Answer phones for Town Hall and Police Department. Take and forward detailed messages to their recipients. Transfer to phones as needed. Answer caller’s questions; if you don’t know the answer, take their information so you can find out the answer and get back to them. • Keep copier, fax and printers fully stocked with paper. • Process property tax and water bill requests for banks and realtors. Email or fax them a copy of our request form and return the completed copy to the requestor. • Assist with filling out water account change forms. • Post water payments. Put the account number on the check and put it in the bank bag. Always give a receipt for cash payments. Batch them together in groups of 24 (all cash can go together and doesn’t count in the 24) • Collect property tax payments and put in the pending taxes bag; post payments as needed. • Type correspondence, make copies, maintain files and make calls as requested by the Town Administrator. <p>Weekly</p> <ul style="list-style-type: none"> • Scan reports or other correspondences into Shore Scan then file in their folders. • Maintain the water and property files. <p>Monthly</p> <ul style="list-style-type: none"> • Transcribe all the minutes from Town Meetings, upload agendas to Facebook and the website, and post the agendas on the door. • Assist with preparing packets for town meetings. • Change the sign out front to update Town Meetings. • Read Water Meters and Mail out the water bills and past due/disconnect notices. • Follow up with building permits – issue C/O’s, send to County and appraiser. <p>Quarterly</p> <ul style="list-style-type: none"> • Distribute code book updates. • Mail delinquent tax notices/print reports for Council. <p>Annually</p> <ul style="list-style-type: none"> • Prepare and mail gross rental receipts, tax bills, and business license renewals. • Assist Auditors during annual audit and provide all documentation as requested. • Compose annual lists of meeting dates and holidays. <p>As Needed</p> <ul style="list-style-type: none"> • Maintain website and Facebook with events and notices as directed. • Upload documents to General Code online. • Clean out old files per Records Retention Policy. Scan and shred old documents.

Town of Dagsboro Delaware

- Assist with Town events: election, parade, tree lighting
- Prepare purchase orders and order supplies. Collect quotes from our vendors to determine we are getting the best price.
- Organize and maintain the storage closet.
- Prepare legal public notices and arrange for posting and publication.

SKILLS AND QUALITIES REQUIRED

- Typing and Data Entry
- Record keeping
- Use of basic office equipment (computer, copier, fax, multi-line phone)
- Ability to transcribe meeting minutes
- Excellent customer service
- Must work well with others/personable/good attitude.
- Ability to self-guide, prioritize, and multi-task
- Ability to lift up to 25 lbs. and perform light physical activity, on occasion

SKILLS ACQUIRED IN POSITION

- Learn the State and Local election processes.
- Become familiar with Town codes, zoning districts, and requirements for zoning districts.
- Become familiar with building permits and the process of issuing them.
- Become familiar with Town meetings and rules of order.
- Learn the water accounting system to assist clients with questions on their water bills and updating their accounts.
- Learn GovCollect to provide clients with property tax and business license information.