

# City of New Ellenton

## Job Description

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<b>JOB TITLE:</b>	<b>Administrative Assistant</b>
<b>DEPARTMENT:</b>	<b>ADMINISTRATION/Clerk-Treasurer</b>
<b>JOB CODE:</b>	<b>FLSA STATUS: NON-EXEMPT</b>
<b>GRADE:</b>	<b>DATE: 05/15/2025</b>

### I. Position Summary:

Under limited supervision, performs routine to moderately complex administrative, clerical and financial duties to support a range of City operations. Work involves assisting the City Clerk/Treasurer in maintaining records of minutes, rules, bylaws, and ordinances; collecting claims, accounts, and other money for the City including traffic violations payments, license fees, etc.; handling the responsibility for issuing business license; and depositing City funds, maintaining account of City money, and preparing fiscal reports for the Administrator/Council. Reports to the City Clerk/Treasurer & Administrator.

### II. Essential Functions/Responsibilities:

- Accepts payment for utilities, business licenses, permits and other city payments utilizing office systems.
- Prepares daily deposits and weekly transfers; deposits City funds.
- Communicates with CPW to ensure correct billing for sewer and sanitation.
- Updates new and terminated customers and with system and CPW.
- Collects business license fees; issues business licenses.
- Collects claims and accounts due to the City.
- Attends and records meetings as needed.
- Assists in maintenance of minutes, rules, bylaws, and ordinances.
- Responds to Freedom of Information Act requests.
- Provides citizens with service and information.
- Delivers extensive professional customer service to the general public.
- Handles City's incoming and outgoing correspondence.
- Maintains general upkeep of front office.
- Assists Recreation Department with registration, ordering equipment various clerical functions.
- Assists providing flyers and advertisements
- Performs various duties requested by the Mayor, City Council, City Clerk and Administration.
- Compiles information for Council and Administration and other board members for meetings; prepares agenda and supporting materials when needed.
- Receives payments for traffic tickets and other violations,
- Remains present for court and jury trials.
- Answers telephone, directs calls.
- Files various information (including but not limited to records, invoices, and bills) in proper place.
- Prepares cash drawer daily.
- Refers to utility master file, minutes and ordinances, South Carolina Code of Laws, accounting software, policy and procedure manuals, codes/laws/regulations, publications and reference texts, etc.

# City of New Ellenton

## Job Description

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- Operates a variety of office equipment and machinery such as a computer, copier/print machine, adding machine, flash drive,
- Uses a variety of standard office tools, general office supplies, and other computer software programs such as Nicholson Business Systems, Law Track, Microsoft Excel, Microsoft Word, Microsoft Outlook, QuickBooks, etc.
- Interacts and communicates with various groups and individuals such as City Clerk/ Treasurer, Mayor, Council, Streets and Roads, Administrator, customers, Auditor, Accountant, and the general public.

### **III. Other Responsibilities:**

- Orders office and cleaning supplies for all City departments.
- Liaison between City residents and sanitation contractors.
- Prepares City Hall for special professional and social functions.
- Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying documents, establishing and maintaining filing systems, answering the telephone, etc.

### **IV. Minimum Qualifications:**

Requires a High School Education/GED, Bachelor's degree Preferred supplemented by one to two years of general administrative experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

### **V. Working Conditions:**

Must be physically able to operate a variety of machines and equipment including a computer, calculator, telephone, copier, etc. Must be able to exert up to five pounds of forces occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of up to three to five pounds.

### **DISCLAIMER**

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.

Physical Demands				
Activity	Occasional (9-33% of day)	Frequent (34-66% of day)	Constant (67-100% of day)	Never
Sitting			X	
Climbing	X			
Balancing				X
Stooping	X			
Kneeling	X			
Crouching				X
Crawling				X
Reaching		X		
Standing		X		
Walking	X			
Pushing				X
Pulling				X
Lifting	X			
Fingering	X			
Grasping	X			
Feeling				X
Talking			X	
Hearing			X	
Repetitive motion		X		
<b>The physical requirements of this position (Please check only one block)</b> <input type="checkbox"/> Sedentary work <input type="checkbox"/> Light work <input checked="" type="checkbox"/> Medium work <input type="checkbox"/> Heavy work <input type="checkbox"/> Very heavy work				
<b>The visual acuity requirements including color, depth perception, and field vision. (Please check only one block)</b>				
	A. The worker is required to have close visual acuity to perform an activity			
	B. The worker is required to have visual acuity to perform an activity			
	C. The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.			
X	D. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned			
<b>The conditions the worker will be subject to in this position. (Please check all blocks that apply)</b>				
	A. The worker is subject to environmental conditions.			
	B. The worker is subject to outside environmental conditions.			
	C. The worker is subject to both environmental conditions. Activities occur inside and outside.			
	D. The worker is subject to extreme cold.			
	E. The worker is subject to extreme heat.			
	F. The worker is subject to noise.			
	G. The worker is subject to vibration.			
	H. The worker is subject to hazards.			
	I. The worker is subject to atmospheric conditions.			
	J. The worker is frequently in close quarters.			
	K. The worker is required to function in narrow aisles or passageways.			
X	L. None. The worker is not substantially exposed to adverse environmental conditions.			