

**Administrative Assistant**  
**TOWN OF CHATHAM**

**Salary:** Depending on experience (DOE) and Qualifications (DOQ) (+) benefits

**General Definition of Work**

Perform intermediate clerical work assisting customers; collect and post payments; receive, balance and deposit monies; prepare and maintain records and related work as required. Work is directed under the supervision of the Clerk/Treasurer and Employee reports to the Clerk/Treasurer.

**Essential Functions**

The following tasks are typical of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar or related. The Town of Chatham retains the discretion to add or make changes to the clerical duties of this position at any time.

- Assist customers; receive payments; direct complaints to appropriate individual if unable to assist.
- Answer telephones and direct incoming calls to appropriate staff.
- Process invoices by verifying coding, purchase orders and checking for duplication.
- Help with preparation of Town Council Packets
- Assist with year-end analysis reports for auditors
- Read the Town's water meters
- Preparation to send out water billing
- Related tasks for sending customers Real Estate/Personal Property taxes
- Coordinate with Miss Utility
- Reconcile bank accounts
- Perform clerical function in committee and council meetings
- Handle and deposit monies received
- File various forms and paperwork
- Maintain and record cemetery deeds
- Process outgoing mail
- Collect incoming mail; open and distribute
- Witness and authenticate the execution of certain classes of documents (e.g., deeds)
- Process returned checks
- Activate and deactivate water/sewer accounts
- Southern Software and Beacon cross training
- Prepare water/sewer work orders
- Attention to detail
- Interpersonal skills

- All other functions assigned by the Clerk/Treasurer

### **Knowledge, Skills and Abilities**

General knowledge of standard office practices, techniques, procedures, and equipment; general knowledge of utility billing policies and procedures; strong knowledge of Microsoft Office software applications; knowledge of Adobe Acrobat Pro; ability to operate standard office machines, including cash register and computer; ability to perform detailed record work; ability to establish and maintain effective working relationships with associates and the public. Skills test will be required at time of interview.

### **Education and Experience**

High School diploma or GED, moderate accounts payable experience preferable, general office and customer service experience or equivalent combination of education and experience.

### **Physical Requirements**

This is medium work requiring the exertion of 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force regularly to move objects; work requires crouching, reaching, standing, pushing, pulling, lifting, fingering, grasping, and repetitive motions.

### **Special Requirements**

Must obtain Notary Public License within 2 months

The Town has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

The Town is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Resumes along with references will be accepted until close of business on July 29, 2022, NO EXCEPTIONS. Please submit resume to [khawker@chatham-va.gov](mailto:khawker@chatham-va.gov).