

Town of New Windsor Job Description

Job Title: Part-Time Receptionist
Reports to: Town Manager

Department: Office of the Mayor
Exempt Status: Exempt

Job Summary:

This is part-time position that will play a key support role within the office of the Town. Support the daily operations of the Town by answering and transferring phone calls, sorting and delivering incoming mail and greeting residents and vendors when they arrive.

Education and Experience:

- A high school diploma or GED.
- One to Two years of clerical/office experience.
- Efficient in Microsoft Office and other various computer software.

Duties/Responsibilities:

- Maintain a professional presence at the front desk while answering incoming calls and greeting residents.
- Collect and log residents' utility payments as well as make daily bank deposit.
- Collect and log residents' complaints and inquiries as well as notifying the proper personnel of issue.
- Collect and log daily incoming mail.
- Properly log and distribute interoffice documents.
- Create and maintain filing systems, both physical and electronic.
- Process building and other permits with the County.
- Perform data entry tasks accurately and efficiently.
- Compile and design quarterly Town newsletter.
- Handle Social Media for the Town.
- Maintain Town website and calendar.
- Handle confidential documents and information with discretion.
- Other duties assigned by the Town Staff.

Required Skills/Abilities:

- Ability to read, write, perform basic math, operate standard office equipment, and understand verbal and non-verbal instructions.
- Experience and working knowledge of the internet, email, Word, Excel, and file management.
- Ability to establish and maintain effective working relationships and efficiently communicate with staff, elected officials, and the general public.
- Ability to maintain a pleasant and productive workspace and atmosphere.
- Must be detail oriented, possess organizational and communication skills.
- Must have familiarity with office equipment such as an adding machine, fax, computer, etc.

Physical Requirements:

Frequent standing, walking, sitting and stooping. Kneeling, crouching, balancing and bending/twisting. Reaching, feeling, talking and hearing. Handling, grasping and fingering, filing, typing, writing, etc. Lifting, carrying, pushing/pulling up to 25 pounds.

Work Environment:

Inside office environment where noise level is usually moderate. Exposure to atmospheric conditions, such as dust. Ability to listen to emotional, often angry citizens and general public is necessary.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Town of Lisbon has a similar right.

Employee Signature

Date