



Town of Princess Anne
30489 Broad Street
Princess Anne, Maryland 21853
410-651-1818

Commissioners
Lionel Frederick, President
Garland Hayward, Vice President
Joseph D. Gardner
Marshall Corbin,
Orlando Taylor

Administrative Assistant

Salary Range \$14.66-\$20.12

Definition of Responsibility:

Under general supervision, the Administrative Assistant provides complex secretarial and clerical assistance to a department head; prepares and edits a variety of documents and reports ranging from correspondence to technical reports; provides information and assistance to other Town staff and the general public regarding assigned programs, policies, and procedures; and performs other related duties as assigned.

Examples of Essential Duties:

Performs a variety of complex, highly responsible, and confidential administrative, secretarial, and advanced clerical work of a general or specialized nature in support of the Town Manager, and answers inquiries and provides the general public and a wide variety of public and private agencies with information and assistance including technical and comprehensive details of Town services, policies, contracts, and procedures.

Maintains a calendar of activities, meetings, and various events for the Town Manager; coordinates activities and meetings with Town Council, Town departments, the public, and outside agencies; coordinates and arranges special events as assigned; and schedules appointments and notifies involved parties.

Supports the Town Manager by performing routine administrative functions such as preparing purchase orders, checking and processing expense claims, and attends to a variety of office administrative details such as ordering supplies, arranging for equipment repair, transmitting information, and keeping reference materials up-to-date.

Drafts, types, formats, edits, revises, and prints a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, technical and statistical charts and tables, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.

Proofreads, verifies, and reviews materials, applications, records, and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents; ensures materials, reports, packets for signature are accurate and complete; develops filing systems; and maintains accurate and up-to-date office files, records, and logs.

Refers calls and/or complaints to appropriate Town staff for further assistance as needed and takes or recommends actions to resolve the complaint; receives and screens communications to the Town Manager and Town Council including office visitors, telephone calls, and e-mail messages; and opens, sorts, date stamps, and distributes mail.

Minimum Qualifications:

Training and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

Highschool Diploma or equivalent.

Three years increasingly responsible clerical, administrative, and/or customer service experience.

Local government experience is desirable.

Knowledge Skills and Abilities:

Office administration including organization, procedures, and details of the Town Manager's office; functions of public agencies including the role of elected officials; Town policies and procedures; and the Town's cultural and political environment.

Correct spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Interpret and apply a variety of Town and department policies and procedures and applicable federal, state, local laws, codes, and regulations; analyze situations carefully and adopt effective courses of action; and respond tactfully, clearly, concisely, and appropriately to inquiries from the

public, press, or other agencies on sensitive issues in the area of responsibility.

Independently prepare correspondence and data; type and edit complex/condimental reports and charts; perform mathematical calculations; count money; sort/file documents; maintain and prepare complex, extensive, and confidential records and reports; and organize and maintain office and specialized files.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Licenses and Certificates: Possession of a valid driver's license equivalent to a non-commercial, class C Maryland driver's license is required at the time of appointment.

Please complete the application and send it to townmanager@townofprincessanne.org