

**SECAUCUS MUNICIPAL UTILITIES AUTHORITY
JOB DESCRIPTION**

JOB TITLE: Administrative Assistant

SHIFT: 8am-4pm

UNION AFFILIATION: N/A

STARTING SALARY: \$39,392.82

Essential Job Functions: Includes the following. Other duties may be assigned.

- Clerical and Bookkeeping functions
- Ability to input payroll information
- Maintains records of sick days, vacation, personal days, and other compensated absences of the Authority
- Create purchase orders
- Create User fee invoices and letters
- Assist in connection applications and associated fees.
- Maintains minutes book
- Answers telephones and takes proper messages
- Operates office machines such as typewriter, adding machine, fax and other equipment
- Types correspondence and proofread work.

REQUIREMENTS:

- Ability to read, write, understand and communicate in English sufficiently to perform the duties of the position.
- High School Diploma or equivalent
- Good knowledge of computers and data entry
- Experience with normal office procedures with some background in telephone answering, politely dealing with the public, sometimes under stressful conditions. Neat, legible handwriting.
- Experience in filing and typing.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and walk.

The employee must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS AND CONDITIONS OF EMPLOYMENT:

- 1) Terms and conditions of employment will be governed by the policies, practices and other determinations made by the Secaucus MUA both as to past practices as well as new directives as may be determined by the Board of Commissioners.

Brian Bigler, Executive Director