

**TOWN OF HILLIARD**  
Position Description

**Position Title:** Administrative Assistant  
Town Clerk Office

**Position Status:** Non-Exempt – Regular Full Time

**Position Summary:**

Under the general supervision and direction of the Town Clerk, this person provides customer service to the citizens of the Town of Hilliard. The Administrative Assistant is entrusted with numerous and diverse duties and provides administrative support to the Town Clerk's office. In addition to the required duties performed, this person performs the duties of others in the Town Clerk's office in their absence.

**Essential Duties and Responsibilities:**

**Customer Service:**

- Address citizen complaints (phone & office).
- Provide customer service (phone & office).
- Third/Fourth to answer phone calls and greet customers in a timely and accurately manner offering assistance to customers.
- Direct complaints, correspondence and inquiries for action to various departments at the Town Clerk's request.

**Accounts Payable:**

- Following approval provide the Town Clerk with all check and invoice copies requested from review before payables are mailed out.
- Verify that Council President or designee has reviewed and signed accounts payable register prior to checks being mailed.
- Once accounts payables are approved by the Town Clerk and or the Town Council, mark invoice (vouchers) paid with account information, attach check stub and prepare checks for pick up and/or mailing.
- Prepare and maintain all expenditure files containing invoices (vouchers) with signed approval and check stubs attached.
- Maintain a list of annual, quarterly, monthly with 1<sup>st</sup> or 2<sup>nd</sup> accounts payable of the month paid listing with expenditure accounts.
- Maintain and keep up to date a vendor book with all vendor information.
- Maintain excel spreadsheet for all utility expenditures that are drafted from General Checking Account for review and approval. Input monthly all utility expense amounts with account numbers and service dates into spreadsheet for each Town of Hilliard, Stateline Disposal, FPL, Windstream, AT&T, Comcast, Verizon & OREMC Accounts, for expense coding, accuracy and verification.
- Input monthly petty cash reimbursements with expense account numbers, vendor name and amount into an excel spreadsheet for each Petty Cash, P&R Petty Cash & Fire Petty Cash.
- Download WEX fuel bills monthly and verify against actual vehicle receipts provided by employees. Input monthly fuel bills with vehicle numbers and service dates into an excel spreadsheet.

- Responsible for contacting the Department of Revenue annually for Town of Hilliard Per Capita Report for WWTP Reduction/Waiver Application that is due annually by January 15<sup>th</sup> & WTP Waiver.
- Responsible for submitting the Florida Department of Health of Nassau County for Swimming Pool and Splash Pad renewal inspection and license that is due annually.

**Payroll:**

- Scan all payroll time and leave sheets into system.
- Filing payroll time and leave sheets into payroll files.

**Financial:**

- Scan all bank account reconciliation items into system.

**Administrative:**

- Advertisements: proof and send to the newspaper of general circulation in the Hilliard area all Town Council and Planning & Zoning Board, Public Notices & Hearings, Bids & Proposals, Employment Opportunities, and any other advertisements upon request and ensure they are published in the correct section of the newspaper.
- Advertisements: Ensure legal, classified & all other advertisements are placed on the Town's website in accordance with the rules of the Town of Hilliard Town Code for advertisements of general circulation. Once the advertisement has expired remove from the website and file.
- Advertisements: Maintain in the appropriate order all proofs of publications and keep updated and purged the Town's electronic files and hard copy files.
- Contracts & Agreements: Maintain and keep updated and purged the Town's electronic files and hard copy files.
- Maintain and keep currently updated the Town's Agendas and Minutes Books.
- Maintain and keep currently updated the Town's Resolutions Books.
- Maintain and keep currently updated the Town's Ordinances Books.
- Primary with the maintaining of the Town's Official Web Site & Social Media. Update and maintain with current information the Town of Hilliard Official Web Site with all Agendas, Minutes, Resolutions, Ordinances, Agreements, Capital Projects, Employment Opportunities, Special Events, Public Hearings, Meetings, Public Notices, Notice to Bidders, Request for Proposals, Department Information & Forms, Web Links, etc.
- Assist the Town Clerk in maintaining codification of Town Ordinances with Municipal Code Corporation.
- Assists with records management activities including file maintenance with adherence to records retention schedule of Town records and e-mails.
- Assist in the preparing of a monthly calendar of events/meetings.
- Assist in preparing the Town Council Agenda and uploading to the iPad.
- Assist in preparing the Town Council Minutes.
- Assist in preparing Resolutions and Ordinances for Town Council approval.
- Prepare Town Council Public Notices for all meetings and for other transactions of the Town Council including Public Hearing for Town Ordinances.
- Conduct business with other municipalities, state and federal agencies as directed by the Town Clerk.
- Research and furnish data to public in accordance with the Public Records Laws.

- Under the guidance of the Town Clerk, develops standard operating procedures and department policies.
- Monitors and stays current with technology and practices as related to the Town Clerk's Office functions.
- Assist with special projects assigned by the Town Clerk to achieve the Town's long- and short-term goals.
- Assist in coordination of special events/projects.
- Maintain department files for use by self and others in department.
- Maintain daily journal of all tasks worked on that day for use by self and others in department.
- Prepare or follow up on requests from the Town Clerk.
- Prepare or follow up on requests from the Mayor & Town Council Members.
- Prepare or follow up on requests from the Public Works Director.
- Prepare or follow up on requests from the Parks & Recreation Director.
- Perform liaison work between the Town Council, Town Clerk, and public as may be directed.
- Ensure that all official Town documents are maintained in an accurate system for cross-file of Town Council actions.
- Always proof and edit all work for accuracy.
- Ability to take on additional municipal duties as required.
- Prepare the Town Council agenda and assist in the preparation of the supporting documents and uploading the agenda to iPads and packets for media.
- Prepares Resolutions and Ordinances for final documentation.
- Prepare and ensures proper legal notice and advertising for all meetings and for other transactions of the Town Council.
- Process, record, file and advertise bids for projects, equipment and supplies.
- Maintain Town employee personnel files.
- Maintain codification of Town Ordinances.
- Prepare and oversee a monthly calendar of events/meetings.
- Prepare Employment advertisements for the classified section of a newspaper of general circulation of the Hilliard area and Town web site.
- Prepare all Town Council Public Notice advertisements for the legal section of a newspaper of general circulation of the Hilliard area and Town web site.
- Prepare all Town Notice to Bidders and Requests for Proposals advertisements in the legal section of a newspaper of general circulation of the Hilliard area and Town web site.
- Prepare, Maintain and keep currently updated and purged the Town's Hilliard Action Committee Agendas, Minutes and events information.

**Daily Deposit:**

- Review Daily Deposits on a weekly basis for accuracy, cross reference posting on daily deposit of signed copies of checks received by mail, document on Daily Deposit credit cards received in office, through website and by phone totals.
- Document in monthly Daily Deposit Spreadsheet all deposits by account and type for balancing purposes (bank statement to general ledger). Document miscellaneous revenue on annual Miscellaneous Spreadsheet by department for general ledger balancing.

**Miscellaneous Items:**

- Daily run to be done prior to 12pm - Drop deposit at bank in night drop box. If change for cash collections is needed get from drive thru window and pick up deposit slips. Pick up mail from post office daily and sort, date stamp, copy and distribute.
- Checks received must be copied, date stamped, with number of checks totaled by date and signed off on prior to giving to Utility Department for processing. Copies of checks are to be placed with Daily Deposit.

**Other Duties and Responsibilities:**

- Provide backup to other staff members as needed.
- Provide backup to Utility Department as needed.
- Provide backup to preparing the Daily Close and Deposit Procedure.
- Provide backup with Business Tax Receipts as needed.
- Provide backup to Accounts Payable as needed.
- Provide backup to Building Department as needed.
- Provide backup to Accounts Receivable as needed.
- Perform computer operation activities for other departments.
- Provide information, explanations and assistance to the public and other employees.
- Perform other duties as assigned.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

**Requirements for Position:**

High School Diploma required, Associates Degree in Business preferred and at least two years experience in the public sector or equivalent work experience. Proficient in knowledge of Windows XP, Microsoft Office computer programs and knowledge of Florida Statutes.

**Conditions of Employment:**

Offer of employment is contingent upon the following: An interview of references and previous employers and a report from a consumer reporting agency to be used for employment purposes in accordance with Fair Credit Reporting Act. Satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test.

The Town of Hilliard is an Equal Opportunity Employer and a Drug Free Workplace.