

TOWN OF NEWTOWN
PUBLIC WORKS DEPARTMENT

SECRETARY

GENERAL STATEMENT OF DUTIES: The Secretary in the Public Works Department is responsible for secretarial, clerical and receptionist functions within the Department.

SUPERVISION RECEIVED: Works under the direct supervision of the Assistant Administrator and the general supervision of the Administrator

EXAMPLES OF DUTIES:

- Answer phones and greet residents.
- Assists with citizen inquiries and/or directs to appropriate department for handling
- Secretarial support for the Department including typing, filing and scheduling of appointments
- Responsible for correspondence - opening, sorting & distribution
- Issue purchase orders and process invoices. Also responsible for P-Card processing.
- Process online Transfer Station permits
- Daily deposit for Transfer Station and other Misc. Income
- Uniform Procurement and record keeping of each employee's uniform allowance
- Record keeping for all educational courses
- Responsible for office supply inventory and restocking
- Works on special projects as assigned
- Performs general organization and orderliness of office
- Other related duties as directed

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent with previous secretarial experience. Knowledge of Microsoft Office is required. Ability to work independently, good interpersonal skills and ability to handle a multi-task environment. Must have strong written and oral communication skills.

Rate of Pay: \$20.85 - \$22.36

PLEASE APPLY

**OFFICE OF HUMAN RESOURCES
3 PRIMROSE STREET
NEWTOWN, CONNECTICUT 06470**

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**EEO/Affirmative Action Employer
(Applications available on Town of Newtown website)**