

**TOWN OF MAPLE CREEK**

**POSITION TITLE:** Administrative Assistant I

**FUNCTION:** To carry out office duties as required. This position's immediate supervisor shall be the Deputy CAO.

- DUTIES:**
1. Responsible for answering written and oral inquiries in person or by telephone and where necessary direct/record inquiries or work orders to the person(s) responsible for attending to them.
  2. Responsible for front counter receipting, balancing and depositing of daily receipts; bookings and associated records for rental of Armoury and other Town facilities and equipment.
  3. Responsible for billing and primary collection of Accounts Receivable.
  4. Responsible for typing minutes and bylaws; and correspondence, reports and other office material as needed.
  4. Responsible for filing correspondence and other office material.
  5. Assist with utility billing readouts, estimates and mail outs.
  6. Assist with typing/mail outs for Town related Committees and activities.
  7. Assist with Cemetery Program updates and researching cemetery information for the public.
  8. Work with office staff in maintaining office equipment.
  9. Research and access information as directed
  10. Other related duties as required.

**QUALIFICATIONS:**

- a) Office Education Program or related experience.
- b) Strong computer knowledge and background.
- c) Strong working knowledge of all other office equipment.
- d) Must possess excellent communication and public relations skills.

**SALARY/HOURS OF WORK:** In accordance with the Union Agreement