

JOB DESCRIPTION: Office Aide

The Office Aide is hired by the Board of Trustees and is supervised by the Town Clerk. This is a part-time, hourly position. The Office Aide receives minimal benefits and those required by law with an annual review by the Town Clerk.

The Office Aide is responsible for managing front counter duties, organizing and maintaining a variety of records; courteously and knowledgeably interacting with the public; in the absence of a Deputy Clerk, performing cemetery administration and lot sales; supporting numerous aspects of Board of Trustees meetings, and other duties while following directives from the Town Clerk.

1. ESSENTIAL DUTIES AND RESPONSIBILITIES, including, but not limited to:

- Answer phones, make copies, send faxes and generally assist the public at the front counter
- Assist the Town Clerk in various duties as directed
- In the absence of a Deputy Clerk, work as Cemetery Administrator for the Town Clerk
- Copy and assemble Board of Trustee meeting packets; notify the Mayor and Trustees when binders are ready to be picked up
- Copy and assemble Planning Commission meeting packets; notify the Commissioners when packets are ready to be picked up
- Set up for meetings, including snacks and beverages; clean up after meetings
- Organize, file, safeguard, retrieve and archive a variety of electronic and physical documents; file and record in accordance with state and federal laws that apply to open records, confidentiality and other issues
- Assist the Town Clerk and Deputy Clerk in completing Colorado Open Records Act (CORA) requests
- Maintain and update catalogs, manuals and resource materials
- Retrieve mail, receipt payments and file documents as needed
- Coordinate rentals of chairs and tables; inspect the chairs and tables after each use; safeguard and return deposits
- Manage and issue keys to Crestone Town Hall for various meetings and other uses and track return of keys
- Schedule use of the Board Meeting Room
- Perform a variety of personal contact via phone, email and in-person with the Town Attorney, Mayor, Trustees and Commissioners, businesses, organizations, governmental agencies and others in a professional, knowledgeable and considerate manner

2. REQUIRED KNOWLEDGE, QUALITIES, SKILLS AND ABILITIES:

- Strong self-starter, able to follow instructions, work with minimal supervision, as well as cooperate with team effort
- High degree of professionalism, ethics, integrity, and confidentiality
- Excellent analytical, research, typing, computer, organizational, communication and interpersonal skills

- Understanding of basic math skills
- An understanding of cultural and generational diversity and its impact on communication practices

3. REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma plus two years of professional office experience, or other equivalent combination of experience and education
- Proven ability to deal effectively with the public
- Computer literate and high proficiency in MS Word, MS Excel, email and internet

Supervised by:

Town Clerk

Supervises:

None

Benefits:

- Twelve paid holiday days per year at part-time rate beginning immediately
- Eight paid personal days annually after one full year of consecutive employment of over 20 hours per week, and if pre-scheduled with supervisor
- Delta Dental insurance for employee provided after 90-day probationary period
- Paid travel and mileage to attend trainings, etc. as approved by supervisor

THIS JOB DESCRIPTION HAS BEEN REVIEWED AND APPROVED:

Mayor

Date

Clerk

Date

Employee Accepting Position

Date