

## **AKRON BOROUGH ADMINISTRATIVE ASSISTANT**

The core duties and responsibilities of an Administrative Assistant revolve around supporting others. The job duties can vary widely, not just from job to job, but from day to day at the same job. On any given day, you may perform a variety of tasks such as:

### **Answer Phones and greet public**

#### **Assist walk in customers**

- Take payments
- Answer questions

#### **Utility Billing**

- Download readings
- Check reports
- Verify if readings are high
- Send letters to higher usage customers
- Generate bills, verify all amounts are correct
- Print bills
- Stuff and mail bills

#### **Accounts Receivables**

- Accept payments
- Prepare deposits

#### **Accept deliveries**

- Fed Ex
- UPS

#### **Collate & Distribute Mail**

#### **Schedule appointments and maintain Calendars**

**Prepare communications such as memos, emails, invoices, reports and other correspondence along with updating the Borough webpage and Facebook**

**Write and edit documents from letters to reports**

**Create and maintain filing systems, both electronic and physical**

**Yard Sale Permits**

**Park Rental Reservations**

**Building Permits Applications**

**Council Meeting Prep**

**Office Supplies**

Track supplies

Order supplies as needed

Stock supplies

**Filing**

Yard sale permits

Building permits

Anything belonging in the Street file