



# Administrative Assistant

at the Wastewater Department and Campground

**Town of Wilkesboro**

**Established Date: July 21<sup>st</sup>, 2025**

**Revision Date: July 28<sup>th</sup>, 2025**

## **POSITION DESCRIPTION:**

Devoted to providing clerical and/or office support activities for the Wastewater Department and Campground functions and staff. Performs a broad range of paraprofessional work ranging from routine to specialized office/customer service support. Position serves as an assistant to Office Manager and Campground Coordinator.

## **DUTIES/RESPONSIBILITIES:**

- Performs routine clerical and administrative work such as answering phones and routing calls, responding to emails, scanning documents, sorting paperwork and mail.
- Greet and assist visitors and customers in a courteous and professional manner, including campground guests and vendors or contractors at the wastewater plant.
- Performs daily campground support including processing reservations, scheduling vendors, and managing social media and websites.
- Helps maintain accurate filing systems for the department including administrative, laboratory, pretreatment, training, and payroll records.
- Assist in preparing reports, correspondence, purchase orders, invoices, and other documentation for plant operations and campground administration.
- Coordinates meeting requests, event scheduling and/or logistical support for events or facility rental/scheduling.
- Collect and process statements and receipts for the utility credit card holders.
- Assist in inventory tracking and ordering of office supplies as needed for both the wastewater plant and campground.
- Provide backup support for other office functions or staff as needed and assist with seasonal or special projects related to campground operations or plant upgrades.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Associate's degree in business or related field or like experience
- One year of administrative support experience.

## **NECESSARY KNOWLEDGE AND SKILLS:**

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices
- Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.
- Needs effective organizational skills to maintain the large variety of reports and files, and ensure completion in a timely manner.
- Knowledge of phone switchboard, computer equipment, printers; software including email, word processing, spreadsheet and other specialized processing software; copy machine; and postage machine.

## **ADA AND OTHER REQUIREMENTS:**

- Positions in this class typically requires reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.
- Work is routinely performed in an indoor, office environment.