



Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

May 24, 2021

PLEASE POST

TO: All Interested Parties
FROM: Human Resources *DWT*
SUBJECT: DPW Temporary, Part-Time Administrative Assistant Position

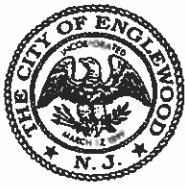
The City of Englewood Department of Public Works is seeking a temporary, part-time Administrative Assistant.

Hours are Monday through Friday, 9:00 a.m. to 2:00 p.m. Salary is \$15.00 per hour. This temporary assignment is for approximately 16 weeks.

Please direct all resumes and letters of interest to:
Daria Trumpet, Director of Human Resources
City of Englewood
PO Box 228
Englewood, NJ 07631
dtrumpet@cityofenglewood.org

A complete job description is hereto attached.

cc: S. Alves-Viveiros



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TEMPORARY ADMINISTRATIVE ASSISTANT

DEFINITION

Under the direction of the Public Works Director, receives messages, takes complaints, and performs clerical work, requiring independent judgment and frequent decisions in accordance with departmental policies and procedures. Performs related work as required.

EXAMPLES OF WORK

- . Provides customer service through phone calls and emails.
- . Takes complaints, relays information pertaining to DPW schedules and ordinances.
- . Dispatches and receives messages for supervisors and staff.
- . Typing, corresponding, and compiling reports. Scanning, filing and making copies.
- . Assists employees in the completion of various departmental forms.
- . Assists with payroll, attendance, time cards, vacation, overtime, longevity and accident reports as needed.
- . Assists the Administrative Analyst with accounts and purchasing; corresponds with vendors, suppliers and the city's purchasing department as necessary.

QUALIFICATIONS

- . General office work experience
- . Must have High School diploma

KNOWLEDGE, SKILLS AND ABILITIES

- . Ability to efficiently obtain and record information received from residents & employees
- . Ability to accurately and thoroughly relay information to respective parties
- . Must have good typing skills.
- . Knowledge of office procedures.
- . Knowledge of Microsoft Suite: Outlook, Word, Excel, Publisher etc.
- . Ability to maintain effective working relationships with the general public and fellow employees.
- . Proven ability to interface on a daily basis with the general public, staff and other city personnel.