



**City of Kemmerer, Wyoming
Job Description**

Position Title: Administrative Assistant	Effective Date: 8/5/26
Department: Administration	FLSA Category: Non-exempt
Pay Grade/Range: \$18.00 to \$22.00 Hr.	Level: Part Time

POSITION SUMMARY:

The Administrative Assistant provides comprehensive administrative, customer service, and financial support to the Clerk-Treasurer's Office while serving as a primary point of contact for the public. This position delivers courteous and professional customer service, assists with daily office operations, and performs a variety of clerical and administrative duties to support efficient departmental functions. The Administrative Assistant exercises professionalism, discretion, and attention to detail while ensuring accurate recordkeeping and supporting the effective delivery of municipal services.

ESSENTIAL TASKS OF THE JOB:

Customer Service

- Provides courteous, professional, and responsive customer service to the public in person and by telephone.
- Demonstrates professionalism, tact, diplomacy, and discretion in all customer interactions.
- Responds to customer inquiries and directs individuals to the appropriate department or personnel when necessary.
- Provide first level service to customers regarding city policies, procedures, and ordinances.

Administrative Assistant Duties

- Provides administrative support to the Clerk-Treasurer and assists with a variety of administrative and clerical support functions as requested.
- Monitors office supply inventory for the Clerk-Treasurer's office and coordinates the timely ordering of necessary supplies.
- Maintain City of Kemmerer Scrapbook
- Performs additional duties and special projects as assigned.

Accounts Payable / Accounts Receivable

- Receives and processes payments made in person, by mail, and over the telephone, ensuring accurate receipt issuance and recordkeeping.

- Processes accounts payable by reviewing, entering, and verifying invoice input for payment in a timely and accurate manner.

Essential competencies of this job are described under the headings above. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

SUPERVISION RECEIVED:

- Receives job functions and duties from the City Clerk-Treasurer.

WORKING CONDITIONS/ENVIRONMENT: *(The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- While performing the duties of this job the employee may work with and around others.
- The employee frequently works indoors.
- The noise level in the work environment is usually moderate.
- May travel to various locations throughout the City.

PHYSICAL AND MENTAL CONDITIONS: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Must be physically able to perform all duties of an Administrative Assistant.
- Must possess ability to record, convey and present information, explain procedures and follow instructions.
- While performing the duties of this job the employee is constantly required to stand, walk, talk, hear, and read. The employee is frequently required to reach with hands and arms, use hands to finger, and write.
- The employee frequently works with time constraints.
- Mathematics is occasionally used/required on the job.
- Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS:

Ability to:

- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and buildings.
- Respond to inquiries, complaints, and requests for service in a fair, and tactful, manner.
- Maintain records and files.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Read and understand information presented in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Work within time constraints.
- Manage multiple tasks and projects.
- Relate with employees, the public and city officials in a friendly cooperative manner.
- Plan and schedule work effectively.
- Problem solve and think critically.

WORK EXPERIENCE, PREFERENCES, AND OTHER REQUIREMENTS

- High school diploma or equivalent.
- Must have 2 years' work experience working with the public.
- Must possess a valid Wyoming Driver License. (If valid from another state must attain a Wyoming License within 30 days of hire.)
- Experience with Microsoft Office or Google Office.

Incumbent Signature:	Supervisor Signature:
Date:	Date: