

# WOODMEN HILLS

METROPOLITAN DISTRICT

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## JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant- PT (Afternoon)

**DEPARTMENT:** District Administration

**REPORTS TO:** Billing Manager

**PAY RANGE:** \$16-35/hr

**HIRING RANGE:** \$16-17/hr

**APPROVED BY:** Carter Bullion

**DATE:** 01/23/24

**CLASSIFICATION:** Nonexempt

**SUMMARY:** Initiates, coordinates, and executes administrative support to the Water, Wastewater, and the Parks & Recreation Enterprises via the Metropolitan District Administrative Office.

### DUTIES AND RESPONSIBILITIES:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Answers and screens telephone calls in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy; arranges conference calls.
- Exercises considerable judgement and discretion in handling requests for appointments and telephone calls.
- Occasionally will process payments
- Distributes daily internal/external mail and overnight packages; sends and distributes faxes.
- Composes, types, and distributes professional correspondence and memoranda, E-mails, and faxes, using individual initiative and as assigned.
- Proactively establishes, and maintains highly organized filing system, files correspondence and other records.
- Coordinates calendars and schedules appointments, ensuring all parties are informed of and kept abreast of schedule awareness.
- Meets and greets visitors.
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Assists with special projects as assigned.
- Performs other duties as assigned by supervisor.
- Process payoff requests.
- Input new residents' information.
- Manage 3rd party forms associated with rental properties.
- Process final payments.
- Send final statements; Track rental properties and transfer any unpaid statements.
- Communicate with title companies about property closings.
- Process residential refund checks.
- Assist Billing Manager when needed.

**SUPERVISORY RESPONSIBILITIES:**

- None

**QUALIFICATIONS:**

- Associate degree (A.A.) or equivalent, three to five years related experience, or equivalent combination of education and experience.
- Excellent verbal and written communication skills.
- Preferred prior experience in: QuickBooks Enterprise Professional, MS Office Suite, utility billing software
- Keystrokes a minimum of 50 wpm.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgement with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.
- Demonstrated ability to plan and organize projects.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Schedule flexibility to work either morning or afternoon hours as well as full day when needed

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to do the following:

- Sit for prolonged periods
- Accurately complete detailed reports.
- Coordinate multiple tasks simultaneously.

**WORK ENVIRONMENT:**

- Business casual attire required
- Hours of Operation: 8:00am – 4:30pm
  - This role will have an afternoon schedule of 12:00pm-4:30pm