Town of Selbyville

Administrative Assistant
Responsibilities & Duties

Including, but not limited to:

- Assist with waiting on customers and answering and directing phone calls
- Produce and distribute correspondence memos, letters, faxes and forms
- Filing, typing, copying, binding, scanning, mailing, etc.
- Prepare agendas, materials and meeting minutes for various boards and committees
- Attend committee meetings as requested
- Reporting of Miss Utility tickets
- Assist with utility billing/collecting, annual tax billing/collecting and deposits
- Assist with property settlements and creating new customer accounts
- Update customer accounts, meter routes and rates
- Assist with purchasing and issuance of meters and meter pits
- Assist with various state reporting requirements for water and wastewater departments
- Assist with the issuance of business and rental licenses
- Ordering of supplies and equipment for various departments
- Freedom of Information Act Coordinator
- Assist Town Manager with any projects, research and clerical duties as needed
- Learning any other duties of the Secretary/Treasurer, Assistant Secretary/Treasurer and Permitting Dept. to assist and stand in when necessary