

The City of Garfield is seeking a full-time Confidential Assistant whose duties are, but not limited to:

- Perform a variety of highly responsible duties to relieve the supervisor of a variety of secretarial and administrative details
- Plan, coordinate and organize office and department activities and flow of communications for the supervisor
- Maintain confidentiality of privileged and sensitive information
- Input a wide variety of data into an assigned computer system; establishes and maintains automated files and records
- Create queries and generate a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports; assures accuracy of input and output data
- Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public; receive, sort and route incoming correspondence; review and determine priority of incoming mail
- Prepare Council reports and related information according to established procedures
- assists with meeting preparation as assigned
- Coordinate and schedule various appointments and meetings; make travel arrangements as assigned; prepare and maintain/coordinate the supervisor's calendar
- Receive and address complaints accordingly utilizing knowledge of departmental policies and general rules and regulations; interpret policies and regulations to officials, staff and the public
- Answer inquiries and provides information on a wide range of technical and program matters
- Communicate with various personnel, departments and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Compose correspondence independently on a variety of matters including those of a confidential nature
- Prepares, format, edit, proofread and revise written materials.
- Attend a variety of meetings as assigned; prepare related notices, reports, presentations and agendas as assigned
- Operate and maintains a variety of office equipment including a copier, fax machine, computer and assigned software; arrange for equipment repairs as needed.
- Develop and implement office procedures to assure complete and timely operations; trains and provides work direction and guidance to assigned personnel as directed.

QUALIFICATIONS GUIDE

Knowledge of:

- Functions and secretarial operations of an administrative office
- Organizational operations, policies and objectives
- Applicable laws, codes, regulations, policies and procedures
- Modern office practices, procedures and equipment
- Record-keeping techniques

- Correct English usage, grammar, spelling, punctuation and vocabulary. Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Business letter and report writing, editing and proofreading
- Basic public relations techniques
- Operation of a computer and assigned software

Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the supervisor of a variety of administrative details
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter
- Compose effective correspondence independently
- Maintain a variety of complex and confidential files and records
- Assure efficient and timely completion of office and program projects and activities
- Understand and resolve issues, complaints or problems
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work
- Meet schedules and time lines
- Work independently with little direction
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Type or input data at an acceptable rate of speed

EDUCATION/EXPERIENCE:

- Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and four years of increasingly responsible secretarial or administrative assistant experience.

PHYSICAL DEMANDS:

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.

- Hearing and speaking to exchange information in person or on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Lifting and carrying light objects up to 25 pounds.
- Appointee will be required to possess a valid NJ driver's license
- Bi-lingual in Spanish is required

Submit a resume and letter of interest to Denise Ingui, DIngui@garfieldnj.org.

Any prior applicants to the City of Garfield must reapply for consideration. The City of Garfield is an equal opportunity employer.

Due by: November 13, 2023