



Aspetuck
Health District

Aspetuck Health District 180 Bayberry Lane Westport, Connecticut 06880
T: 203.227.9571 F: 203.221.7199 W: www.aspetuckhd.org

JOB TITLE: Administrative Support

The Aspetuck Health District is seeking a full-time Administrative Support staff member to perform a wide variety of administrative duties working with the public and the Health District staff.

General Duties: Performs all front desk operations for environmental and community health departments, including clerical and/or sub-professional accounting tasks. Responds to questions from the public concerning a number of different services or provides explanations to semi-technical regulations in a specialized field. Conducts file searches of properties upon request. Assists with application submittals and data entry. Responsible for the collection and compilation of complex statistical data from a variety of source materials. Prepares vouchers, requisitions and other data. Maintains revenue and appropriation ledgers and prepares periodic and special financial reports, when required. Provides direct administrative support to supervisor/manager, which may include maintaining calendars, proofreading, drafting correspondence of a various level of complexity. Provides a high level of support and acts independently within assigned parameters. Maintains strict confidentiality depending on assignment.

Additional Duties: Operates office machines, including, but not limited to calculators, copiers, faxes and personal computers. Enters information and retrieves data from financial and/or HR systems. Performs related duties as required.

Supervised By: Receives general supervisions from the Department Head or designee.

Qualifications Profile: The skills and knowledge required would generally be acquired with a High School Diploma or GED and three (3) years' experience performing moderately difficult administrative or account keeping tasks.

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English.

Thorough knowledge of the regulations and practices of the office to which assigned.

Good knowledge of modern clerical account keeping practices.

Some knowledge of professional accounting practices.

Ability to follow complex oral and written directions and to prepare complex fiscal and other reports.

Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies. Ability to effectively communicate orally and in writing; ability to plan and supervise the work of others.

Ability to utilize various office automation software, including word processing systems, spreadsheets and database management programs.

Ability to effectively work with others, including the public, and co-workers.

License or Certificate: Not Applicable.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

Possession of a current CT Motor Vehicle Operator's License with access to a motor vehicle and current motor vehicle insurance coverage is required. • Testing for substance abuse, a physical examination, and a criminal background check may be required as part of the employee procedures. Compensation: • This 35-hour per week position has comprehensive benefits and a competitive salary commensurate with experience and education – 47,227 to 70,840 range. To Apply: Submit a cover letter and resume to The Director of Health, Aspetuck Health District, 180 Bayberry Lane, Westport, CT. 06880, or email as an attachment to publichealth@aspetuckhd.org. The position will remain open until filled.