

WE'RE HIRING!

**ASPETUCK HEALTH DISTRICT
Administrative Support-Full-Time**

35-hour work week
CT CMERS pension plan
Comprehensive health and dental
Long-term career growth

Salary **\$47,227 to \$70,840** commensurate with experience and education

The Aspetuck Health District is seeking **full-time ADMINISTRATIVE SUPPORT STAFF** to **join our team!**

This position requires a wide variety of duties associated with the operations of environmental and community health departments, including clerical and/or sub-professional accounting tasks. The Administrative Support Staff responds to questions from the public concerning a number of different services and provides explanations to semi-technical regulations in a specialized field. This individual will also conduct file searches of properties upon request and assist with application submittals and data entry. Responsibilities also include the collection and compilation of data from a variety of source materials. Duties also include the preparation of vouchers, requisitions and other data, maintenance of revenue and appropriation ledgers and preparation of financial reports, when required. The Administrative Support Staff provides direct administrative support to the supervisor/manager, which may include maintaining calendars, proofreading, and drafting correspondence.

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.

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.

Possession of a current CT Motor Vehicle Operator's License with access to a motor vehicle and current motor vehicle insurance coverage is required.

To Apply: Submit a cover letter and resume to Pam Scott, Director of Human Resources and Finance, 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.

For the **full job description**, including qualifications and how to apply please **visit:** <https://aspetuckhd.org/>