



TOWN OF CAPITOL HEIGHTS
NEIGHBORHOOD SERVICES DEPARTMENT
401 CAPITOL HEIGHTS BOULEVARD
CAPITOL HEIGHTS MD, 20743

JOB ANNOUNCEMENT

TITLE: Administrative Assistant

FLSA Status: Nonexempt

Status: Full-time

Hours of Operation: Monday – Friday, 8:30am – 5pm

Weekend Hours: Some Saturdays (hours/schedule may vary)

Starting Rate: \$15.00

Bi – Lingual (English & Spanish) *preferred* but not required

GENERAL CLASS DESCRIPTION: Positions in this classification provide work support for the Neighborhood Services Department (Property Standards Authority & Public Works) functions. Ensures proper operating condition of the Neighborhood Services Department (NSD) equipment. Performs work under the general supervision of the Property Standards Authority Manager & Neighborhood Services Director for Public Works. All NSD employees are considered critical and essential and are required to participate in the Department's Snow and Ice Control Program, during natural or manmade disasters and during other special operations as assigned. Essential employees are expected to report to work or remain at work when others are granted Administrative Leave.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Prepare citations, fines, invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and board directors.
- Attend meetings with supervisors and other staff support members.
- Responsible for finding contracting bids and assisting with budget duties.
- Greet visitors and determine whether they should be given access to specific individuals.
- Manage files and keep records of information together for individual review.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Must have experience with Microsoft Word, Excel, PowerPoint, and Publisher.
- Candidates are required to type at least 40wpm.
- General knowledge of the layout and streets of the Town and the locations of frequently scheduled events throughout the town.

Physical Requirements:

- Candidates must have a High School Diploma.
- Candidates must have a valid Driver's License.
- Applicants must have a clean driving record for at least twelve (12) consecutive months, and be able to pass a criminal background check and drug test. CPR/AED certification must be achieved within six (6) months of hire.

Language Ability & Interpersonal Communications:

- Ability to read and/or prepare schedules, charts, graphs, directions, budgets and information for Neighborhood Services.
- Ability to read and follow oral and written instructions. Ability to write effectively in order to, convey information, maintain information and other weekly duties assigned.



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Note: This Class description does not constitute an employment agreement between the Town of Capitol Heights. Candidates are subject to completing a pre – employment screening and a background investigation. For more information, check out our website at www.capitolheightsmd.gov.

Equal Opportunity Employer and American with Disabilities Act Compliance

The Town of Capitol Heights is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status or genetic information.

ADA requires the Town of Capitol Heights to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Vaccination Requirement

All Town employees are required to be vaccinated for COVID-19, except for employees who request a medical or religious exemption.