JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT I

PERMANENT FULL-TIME SEASONAL POSITION

37.5 hours per week
$18.58 Hourly

Approximately April 6 thru October 2, 2015

Are you looking for summer employment opportunities?

Are you able to prioritize, multi-task, and perform duties independently and accurately?

Do you enjoy working in a team environment?

If you answered yes to these questions, then this would be the perfect job for you!

This is a benefitted position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular salary increases, an excellent health insurance program, paid leave, and retirement credit through PERS (Public Employees’ Retirement System).

RESPONSIBILITIES

Under general direction is responsible for complete processes and must apply a wide variety of rules, regulations and procedures. Typical responsibilities include the following:

In addition to some of the tasks assigned to lower levels:

• Under limited supervision, performs the daily services in the Harbor Department and manages the moorage accounts and billing in support of the Harbor operations. The work will require knowledge of Harbor ordinances and regulations.
• Provide and cultivate excellent customer service skills to both internal and external customers.
• Perform accounting, billing, invoicing in the FSM Marine Database where independent judgment is required.
• Will accept payments for fees, bills, and license. Write receipts, make bank deposits, prepare revenue transmittals and monthly revenue reports.
• Performs detailed research on customer billing discrepancies and communicates results to harbor patrons’ inquiries to resolve noncompliance issues. Prepares billing and payment history as requested by customers.
• Will maintain and update customer accounts using the specialized harbor accounting program.
• Assist with write-offs, collections, calculating and negotiating delinquent payment plans, vessel impounds and auctions. Contacting customers via phone, e-mails, tagging vessels, and/or USPS for past due accounts for collecting payments. Work with CBJ Revenue Collections Office to reconcile, evaluate, resolve errors, and improve all reporting for collection account files.
• Receives and screens telephone calls and walk-ins, inquiries about nature and urgency of their business; answers questions on status of current projects.
• Work with and assist harbor officers and technicians, harbor vendors, law enforcement, state departments, USCG, Animal control and any other departments or agencies as needed.
• Creates, evaluates and implements office procedures, technical filing and indexing systems and forms for own use; implements changes subject to approval of superior.
• Types and prepares requisitions for supplies and materials, where selection of alternative items requires judgment.
• Reviews, processes, and maintains an audit trail of all outside agency and public requests.

CONTINUED ON BACKSIDE
• May gather information on prices and availability of goods and services; solicit informal bids; prepare delivery orders and purchase requisitions for supplies and equipment; and monitor and assist in preparing and processing paperwork to obtain and pay for routine and recurring services.
• May complete human resource/payroll documents such as recruitment and hiring paperwork, personnel action forms, employee evaluation forms, timesheets and other payroll forms, training logs, classification action documents, and/or staffing adjustment paperwork.
• May assist in budget preparation through the gathering of information.
• May function in a lead capacity over other employees or volunteers. Within established guidelines may assign, verify and/or check work performed.
• Answers correspondence for dictation, brief notes by supervisor or by preparing replies independently.
• Assists colleagues in editing, writing, and copying reports under strict deadlines; revises drafted correspondence and reports to improve clarity and quality.
• May take verbatim notes at board and committee meetings and conferences and summarize notes into minutes and distribute generally without prior review by the supervisor.
• May drive to alternate CBJ business locations to distribute/deliver mail, reports, and other business materials.
• Performs other related work as required.

MINIMUM QUALIFICATIONS
Education: High School graduation or the equivalent.

Experience: Twelve (12) months of clerical work experience.

Other: Must possess a valid Alaska Drivers license at time of appointment.

SUBSTITUTION: Post Secondary or business college training may be substituted for the required experience on the basis of 2.5 semester hours (3.75 quarter hours) for one (1) month of experience up to a maximum of six (6) months.

NOTE: This is a union represented position.

NOTE: This is a benefitted position, for more details, please visit the following website:
http://www.juneau.org/personnel/benefits.php

CLOSING DATE
A completed CBJ application form, Number P001, must be received by the Human Resources & Risk Management Department. This bulletin announces open until filled.

WHERE TO APPLY
Mail completed application to:
City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward
Juneau, Alaska 99801
www.juneau.org/human_resources

OR
Visit
http://www.juneau.org/personnel/jobs.php
for instructions on how to submit an application via email

Fax completed application to:
(907) 586-5392

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER