



JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT I SHORT-TERM TEMPORARY POSITION

37.5 hours per week

Approximately May 15th, 2017 to September 30th, 2017

\$18.95 Hourly

NOTE: PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT REAPPLY

Do you have strong clerical experience?

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!

RESPONSIBILITIES

Under general direction, performs interrelated administrative, clerical, accounting, and operational duties in support of the Docks & Harbors staff. Incumbent assists with gathering information and completion of diverse projects that must apply a wide variety of rules, regulations and procedures. Work requires interpretation and application of standard rules, regulations and policies with more complex problems referred to supervisor.

Typical responsibilities include the following:

- 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.
- 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.

CONTINUED ON BACKSIDE

- 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.

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.

Other: Valid Alaska Driver’s license **at time of appointment and for continued employment.**

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.**

PLEASE NOTE: This is a temporary position that does not offer health coverage, paid leave, or other benefits.

WHERE TO APPLY

Mail completed application to:

City and Borough of Juneau
 Human Resources & Risk Mgmt. Department
 155 South Seward St.
 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

Drop off completed application to:

City and Borough of Juneau
 Human Resources Risk Mgmt. Department
 107 Municipal Way, Suite 101
 Juneau, Alaska 99801

OR Fax completed application to:
 (907) 586-5392

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER