



# Office Assistant

## Job Specifics

<b>Employer:</b>	City of Coatesville	<b>Dept:</b>	Administration
<b>Title:</b>	Office Assistant	<b>Union Affiliation:</b>	n/a
<b>Reports To:</b>	Assistant City Manager	<b>FLSA Classification:</b>	Non-exempt
<b>Salary:</b>	\$15 per hour	<b>Benefits:</b>	n/a
<b>Revision Date:</b>	March 30, 2026	<b>Schedule:</b>	8:30 – 5:00 pm, M-F ( <b>Temporary position</b> )

## Position Background

This position performs basic secretarial/clerical duties for the Codes Department: assist with data entry, assist customers in-person or on the phone, copying, filing and processing applications.

## Essential Duties & Responsibilities

- Knowledge of office administrative procedures, knowledgeable of the use of standard office equipment
- Knowledge of computer software applications, spreadsheets, database and presentation software (Microsoft applications)
- High level of interpersonal skills to handle sensitive and confidential issues. Position requires tact and diplomacy
- Customer Service Oriented
- Ability to maintain confidentiality when working with sensitive or personnel-related records
- Professional
- Ability to effectively communicate both verbally and written
- Other duties as assigned

## Minimum Qualifications

- Knowledge of office administrative procedures, knowledgeable of the use of standard office equipment
- High level of interpersonal skills to handle sensitive and confidential issues. Position requires tact and diplomacy

## Competencies

- **Customer Service Oriented**
  - Excellent interpersonal skills
  - Establish and maintain effective working relationships with employees and City Officials
- **Confidentiality**
  - Maintain confidentiality when working with sensitive or personnel-related records
- **Professional**

- Ability to work independently and take initiative and capable of working under pressure with minimum supervision
- Ability to work in a team-oriented environment
- Strong sense of accountability
- **Communication**
  - Ability to effectively communicate both verbally and written
- **Organized**
  - Organize projects and use analytical thinking skills to solve operational issues and problems

## **Physical Requirements**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following: frequent sitting for extended periods of time, twisting, reaching above the shoulder, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Occasional kneeling, bending, stooping and squatting may be required of this position. Must be able to communicate and be understood clearly. May be required to lift objects or supplies weighing up to 25 pounds.

## **Disclaimer**

Please note: Management reserves the right to add, modify, change or rescind work assignments as needed.

The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.