

TOWN OF YORKTOWN, INDIANA

JOB DESCRIPTION

Administrative Assistant – Administration Offices

Performs clerical and customer service tasks in support of the town's administrative offices, multiple departments and boards, and plays a key role in maintaining smooth daily operations, accurate records, and consistent communication across the organization.

KEY RESPONSIBILITIES

Front Office & Administrative Support:

- Serve as the primary point of contact for visitors and callers to the Administrative Offices.
- Answer phones, respond to basic inquiries, and route calls as needed.
- Schedule staff appointments and public meetings.
- Maintain and update the Town's park calendar.
- Provide general office support, including filing, document management, and administrative record keeping.
- Manage front-office operations when senior staff are in meetings or unavailable.
- Maintain confidentiality concerning the business of the Administrative Offices.

Board & Commission Support

- Prepare agendas, take notes, and produce accurate minutes for various boards and commissions.
- Assist with preparing agenda materials for Town Council meetings.
- Upload agendas, documents, and public information to the Town's website.
- Maintain the events and meetings calendar.
- Publish legal advertisements and mail required notices for hearings and code enforcement actions.
- Post on social media platforms if needed.

Records, Assets & Claims

- Submit property insurance claims for damaged Town assets.
- Assist with maintaining and updating fixed asset lists.
- Ensure organized and accurate filing systems for administrative, legal, and project-related records.
- Acquire and maintain knowledge of historical project files, document locations, vendor contacts, and internal procedures.
- Gradually assume key administrative duties currently handled by senior staff and building commissioner.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities which are required of the employee.

REQUIRED EXPERIENCE

- Minimum 2–4 years of administrative or office support experience, preferably in municipal government, legal, construction, planning, or a related field.
- Excellent grammar and communication skills.
- Experience preparing agendas or minutes for boards/commissions is preferred but not required.
- Demonstrated proficiency in Microsoft Office (Word, Excel, Outlook) and the ability to learn specialized software (website CMS, agenda posting tools, records management systems).
- Strong written communication skills, including accurate note-taking and document preparation.
- Experience interacting with the public in a professional office setting.
- Ability to manage sensitive information with discretion.
- Must have the ability to work well with others and remain calm in stressful situations.

Applicant must pass a pre-employment drug screen and background check. Position may require lifting up to 25 pounds.

Normal working hours are 7:30am-4:00pm, Monday through Friday, but has flexibility. Some evening meeting attendance will be required.

This is a full-time position with a generous benefits package, paid time off, and is pension eligible. Salary range is \$15.00-\$24.00 per hour, based on candidate qualifications.