

## **JOB DESCRIPTION: Confidential Administrative Assistant to Supervisor**

***The position will include but not be limited to the following:***

Bookkeeping for the Town of Copake, including but not limited to receiving invoices which have been coded by Departments, preparation of Abstracts for Board approval, Following up with vendors on questions regarding invoices, sales tax or late fees, Preparing Payroll for approval by Supervisor.

Oversight of Budget – monitoring the Budget to Actual Reports (as prepared by Accountant) recommending transfers as necessary and preparing Resolutions for transfers.

Assist in Preparation of draft Annual Budget- Review of Department Requests, initial draft of Budget

HR and Personnel Maintain and manage HR and Personnel Files

Health Insurance Oversight and management of Health Insurance for retired employees

NYS Retirement System- Enrollment of new employees, work with Accountant to resolve matters pertaining to NYS Retirement system.

Employee Training Arrange for annual Workplace Violence training; maintain records regarding Town compliance

Administering Grants; Administer Grants once awarded, assist in grant applications as necessary, Perform clerical work in support of Grant applications including follow-up work such as mailings and surveys

Correspondence- Assist Supervisor in correspondence

Workplace Postings- Make sure that Copake is in compliance with all NYS posting requirements

County Requirement Reporting, including Civil Service and Worker's Compensation.

Board Meetings Assist Supervisor in preparation for Board meetings; post documents; prepare correspondence

Emergency Manual and Call Lists Assist in updating the Emergency Manual and also help to create and maintain a Town email/contact list

*This will be a part-time position, hours to be determined but expected to be 15- 20 hours.  
Hourly wage commensurate with experience.*