

**Greater Peoria Sanitary District  
Position Description**

<b>Job Title:</b>	Administration Associate I	<b>FLSA Classification:</b>	Nonexempt
<b>Department:</b>	Administration	<b>Salary Grade:</b>	1
<b>Division:</b>	Administration	<b>Salary Range:</b>	\$32,320-\$48,410
<b>Section:</b>	Administration	<b>Replaces Copy:</b>	N/A
<b>Date:</b>	02/01/2023		

**Reports to:** Director of Administration; other supervisory staff as directed

**Supervises:** N/A

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**Position Type and Expected Hours of Work:**

- Full-time (40 hours per week); Monday through Friday (8:00 a.m.-4:30 p.m.).
- No overtime expected.

**Work Environment:** Indoors; Cubicle in an open office setting

**Travel:** Rare; Infrequent local travel for training purposes

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**Summary/Objective:** Performs duties involved with various administrative tasks, including those related to human resources, customer service, and finance, in addition to assisting other departments upon request.

**Duties/Responsibilities:**

- Communicate effectively with all customers, staff, vendors, etc. using multiple forms of communication, including telephone, email, mail, and in person.
  - Accurately and efficiently perform tasks using word processing, spreadsheets, and websites as required.
  - Prepare reports of varying confidentiality; serve as primary clerical support staff for Administration and other departments.
  - Provide assistance at both the payment window and the permit window, including accepting payments, directing visitors, and processing all types of permits and waste hauler information.
  - Maintain various filing systems, including personnel files and related records, customer service documents, and financial documents, as needed.
  - Work closely with all Administration and Finance personnel to maintain the best and most efficient services to the public the District can provide.
  - Maintain and organize all data and supporting information related to ISD credit meters for residential properties.
  - Responsible for ordering and maintaining inventory of office supplies.
  - Coordinate employee-related programs as directed.
  - Assist the Customer Service and Finance departments when needed.
  - Perform other related duties as required or assigned.
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**Competency:**

- Must have strong communication skills, with a focus on time management.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Ability to problem-solve and correct discrepancies.
- Proficient computer skills with the ability to learn new software.

**Physical Demands:**

- Prolonged periods sitting at a desk, answering the phone, and working on a computer.
- Intermittent periods of standing and walking.
- Occasional bending and must be able to lift up to 15 pounds at a time.

**Required Education and Experience:**

- High school diploma or equivalent.
- Experience in personal computer skills, including spreadsheets and word processing software.
- Ability to work both independently and as a team while problem solving.

**Preferred Education and Experience:**

- Prior experience in utility company.
- Two years of administrative assistant experience preferred.

**Additional Eligibility Qualifications:**

- Basic use of Microsoft Office products
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**Disclaimer:** This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.