

**VILLAGE OF NORTHFIELD  
POSITION DESCRIPTION**

<b><u>JOB TITLE:</u></b>	<b>Administrative Secretary II</b>
<b><u>DEPARTMENT:</u></b>	<b>Fire-Rescue/Public Works</b>
<b><u>CLASSIFICATION:</u></b>	<b>Full time; non-exempt</b>
<b><u>POSITION REPORTS TO:</u></b>	<b>Fire-Rescue Chief/Public Works Director</b>

**Summary:**

Under administrative direction, this position performs a variety of routine administrative functions in the Fire-Rescue/Public Works Department.

**Essential Duties and Responsibilities:**

- Oversee the day-to-day operation of the Fire-Rescue/Public Works administrative offices, receiving telephone and radio communications, exercising appropriate judgment in responding to them, and disseminating information to the appropriate parties as circumstances dictate.
- Responsible for preparing and submitting the Department's timekeeping and payroll information.
- Respond to inquiries from staff or citizens, or transfer calls to the appropriate person.
- Composes and prepares correspondence and maintains organized files of departmental communications.
- Responsible for data entry, ordering supplies, and other duties as directed by the Fire-Rescue Chief/Public Works Director.

**Knowledge, Skills & Abilities:**

The individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Educational Background:** Associate's degree in general business, business administration, accounting or related subject, supplemented by one to two years of general office experience.

**Skills and Abilities:**

- Knowledge of principles and practices of general office work
- Maintain complex and/or confidential records, reports and files
- Communicate effectively and professionally both orally and in writing
- Operate general office equipment, including a calculator, copy machine, telephone and computer
- Assist the public in a professional manner
- Establish and maintain satisfactory working relationships with other Village employees and the public
- Work independently and efficiently

**Physical Demands:**

While performing this job, the employee is frequently required to sit for extended periods. The employee must possess sufficient visual acuity to prepare and inspect documents, handle and operate office equipment. Must be able to hear average conversations, reach with hands and arms, walk, bend, crouch, lift and move up to 25 pounds, carry, push, pull or otherwise move objects.

**Work Environment:**

The noise level in the work environment is moderate to low. Temperature is climate controlled, and there are no unusual hazardous or significantly unpleasant conditions. The work week requirement is Monday-Friday from 8:00 AM-4:00 PM. The weekly schedule may be changed in the event of an emergency, meeting attendance, disaster, workload, or the need to complete time-sensitive work.

**Application Information:**

The starting salary is \$54,939 depending on qualifications, plus excellent benefits. Interested candidates should submit an application, resume and cover letter to Mike Nystrand at [mnystrand@northfieldil.org](mailto:mnystrand@northfieldil.org). Applications will be accepted until the position is filled.

**Disclaimer:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.