

**POSITION DESCRIPTION
CITY OF ASHLAND, ALABAMA**

CITY HALL AIDE

CODE: 103

JOB DEFINITION

This position consists of a variety of administrative, clerical, and support tasks. Responsibilities include providing support to city hall staff, assisting in daily office needs, and assisting with city events.

ESSENTIAL FUNCTIONS

- Answer and direct phone calls
- Answer questions from citizens concerning city government
- Assist in preparing necessary documents
- Assist with record keeping
- Maintain filing system
- Assist and/or organize City Events

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of office equipment
- Proficiency in MS Office, Excel, Outlook Email
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Ability to work with the public in a professional manner
- Ability to learn new software as needed

QUALIFICATIONS

- Employee is required to possess a High School Diploma (unless currently attending High School).
- Employee must possess a valid Alabama Drivers License.