

Administrative Support Specialist/Public Works, Town of Colonial Beach

Hourly Position, Full Time with Benefits

Summary & Scope of Responsibilities: Provides administrative support to the Public Works Administrative Staff.

Essential Tasks & Responsibilities:

- Maintains database by entering new and updated customer and account information
- Prepares source data for computer entry by compiling and sorting information
- Establishes entry priorities
- Processes customer and account source documents by reviewing data for deficiencies
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format
- Maintains data entry requirements by following data program techniques and procedures
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data
- Combines data from both systems when account information is incomplete
- Purges files to eliminate duplication of data
- Tests customer and account system changes and upgrades by inputting new data
- Secures information by completing data base backups
- Maintains operations by following policies and procedures and reporting needed changes
- Maintains customer confidence and protects operations by keeping information confidential
- Contributes to team effort by accomplishing related results as needed
- Other job duties as assigned

Knowledge, Competencies & Technical Skills: Proficient knowledge of Microsoft Office Products (Outlook, Word, Excel, Powerpoint)

See Job Description for full scope of work.

Positions open until filled. EOE. Applications may be obtained from Town Hall, 315 Douglas Avenue, Colonial Beach, VA 22443, or online at www.colonialbeachva.net. Return completed applications to Laura Corbin, Human Resources via email at lcorbin@colonialbeachva.net.