



The Town of Green Mountain Falls

Administrative Assistant Temporary-PRN Job Announcement

Position Title:	Administrative Assistant PRN, scheduled as needed. Approximately 0-20 hours per week
Announcement Date:	August 2, 2022
FLSA:	Covered
Application Deadline:	Open Until Filled
Compensation:	18.50 to \$20.00 per hour

General Statement of Duties: Performs administrative and clerical duties in support of the Town Clerk/Treasurer and Town Manager. This includes, but is not limited to:

- Provide front-line reception services to Town Hall, including answering the phone and greeting walk-in customers
- Receive and document incoming payments and general data entry
- Assist in tracking and filing outgoing funds
- Keep current with all filing needs
- Provide support to advisory boards by preparing agendas and taking minutes at meetings.
- Process requests and manage records for use of Town facilities, including the gazebo.
- Provides general information to citizens and respond to communications.
- Process requests and manage records for licenses, including business, dog, and short-term rentals

Qualifications, Education, and Experience:

High school diploma or equivalent desired. Prior general office administrative experience desired. Strong computer skills in Microsoft Office Suite & Adobe.

Application Procedure:

Submit Town of Green Mountain Falls employment application to:

Becky Frank, Town Manager

Town of Green Mountain Falls

PO Box 524

Green Mountain Falls, CO 80819

manager@gmfco.us