



Position: Office Assistant - Full-time
Starting pay is \$19.00 with Benefits

General Description

We're looking for a detail-oriented and dependable Office Assistant to join our team! Working with the Town of Oakboro, this role provides financial and administrative support across all town departments. You will handle day-to-day tasks that help keep our operations running smoothly and accurately.

The Office Assistant performs a wide range of administrative, paraprofessional, and support duties requiring knowledge of the Town's rules, regulations, programs, and services. This position provides high-level administrative support to the Town Clerk and office staff, exercising initiative, independent judgment, and a strong understanding of municipal operations and standard office procedures.

The Office Assistant maintains frequent professional interaction with the public and various departments, requiring exceptional tact, discretion, and courtesy. The role involves handling complex administrative tasks and communicating effectively with diverse stakeholders.

All duties are carried out in compliance with North Carolina General Statutes, town ordinances, and established office procedures.

Essential Duties and Responsibilities

Duties include, but are not limited to, the following:

- Provide administrative support and customer service requiring knowledge of departmental and town regulations, procedures, and services
- Perform clerical duties, including records processing, data entry, and document preparation, with frequent public interaction
- Maintain databases for business registrations, vendors, permits, and other assigned areas
- Coordinate scheduling for park rentals and assist with recreational events
- Organize and maintain filing systems to ensure accurate recordkeeping continues
- Assist the zoning department with permits, records, and inventory management as assigned
- Perform other related duties as assigned

- Other duties can include support with payroll, accounts receivable, accounts payable, budgetary accounting, financial reporting, reconciliations, etc.

Knowledge, Skills, and Abilities

- Knowledge of standard practices in modern office operations
- Ability to prioritize tasks, manage multiple responsibilities, and meet deadlines in a fast-paced environment
- Strong organizational skills with close attention to detail and accuracy
- Excellent written, verbal, and interpersonal communication skills
- Ability to establish and maintain effective working relationships with coworkers and the public
- Ability to obtain and maintain Notary Public certification
- Strong judgment, problem-solving skills, and ability to maintain confidentiality
- Possession of a valid North Carolina driver's license
- Proficiency in Google Docs and ability to learn software such as Adobe and Canva
- Proficiency in office software applications, including word processing, spreadsheets, and data/file management systems

Education and Experience

- High school diploma or equivalent required; additional education preferred
- Experience handling public records and/or high-level administrative support duties preferred

Physical Requirements

The physical demands and work environment described here are representative of those required to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Ability to perform tasks involving reaching, lifting, grasping, and repetitive motions
- Ability to use fingers effectively for data entry and document handling
- Ability to communicate clearly through speech and hearing at normal conversational levels
- Visual acuity sufficient to perform detailed work
- Ability to occasionally exert up to 20 pounds of force and frequently exert negligible force to move objects
- Work is performed in a standard office environment with no exposure to adverse environmental conditions

The Town of Oakboro is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, age, genetic information, or pregnancy, or any other characteristic protected by law.