

COUNTY OF NORFOLK  
TREASURERS OFFICE  
ADMINISTRATIVE ASSISTANT  
Monday – Friday 9:00 am – 1:00 pm/ 20 hours  
FSLA: Exempt

**GENERAL STATEMENT OF DUTIES:** Provides administrative support to the Treasurer and participates as an active member of the Treasurers team.

**SUPERVISION RECEIVED:** Reports directly to the County Treasurer

**ESSENTIAL PRIMARY RESPONSIBILITIES:** Assists with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; composing and preparing correspondence; arranging complex and detailed itineraries and agendas and compiling documents for meetings. Assists in coordinating the meetings agendas. Prepares an account of the meetings and follows up on assigned action items. Provides support on initiatives and with operational project planning, reporting, and compliance. Prepares and coordinates oral and written communication. Tracks project deliverables and manages project benchmarks.

**NORFOLK COUNTY RETIREMENT BOARD SUPPORT:** Serves as the administrative liaison to the Norfolk County Retirement Board, which includes coordinating Board meetings and activities, and coordinating with the team to compile, assemble, and distribute Board meeting materials. Maintains confidential files and contact information, and coordinates meetings, conferences, and committees both on and off-site.

**INTERNAL COMMUNICATION:** Manage internal communication from the Treasurer, including content creation and coordination of regular emails and internal newsletters. Communicates with general staff and coordinates meeting logistics... Communicates directly with Board members, organization staff, and others on matters related to strategic and programmatic initiatives.

**EXPERIENCE & EDUCATION:** Bachelor's degree or equivalent experience. Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

**SKILLS & ABILITIES:** Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, Board members, external partners, and clients. Proficiency in Windows, including MS Word, Excel, and PowerPoint. Ability to learn new software. Ability to conduct research and present data in a succinct and well-written manner. Ability to work independently and with professional discretion. Excellent writing, editing, grammatical, organizational, and research skills. Excellent time-management and problem-solving skills.

**SUPERVISORY RESPONSIBILITY:** Physical Demands: Normal working conditions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. Offers of employment are contingent on verification of information supplied on the Application for Employment, the results of a pre-employment physical, successfully passing a Criminal Offender Record Information (CORI) check, a pre-employment drug test, and a six (6) month probationary period. .

**The foregoing statements describe the general purpose and responsibilities assigned to this position and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.**

**The County of Norfolk is an Affirmative Action Equal Opportunity Employer.**

Salary Range: \$25.00 per hour - \$28.74 per hour depending on experience

Please forward letter of interest and resume to:

Michelle M. Labadini, Norfolk County Human Resources at [mlabadini@norfolkcounty.org](mailto:mlabadini@norfolkcounty.org)