



TOWN OF BERLIN JOB DESCRIPTION

Job title: Administrative Assistant II
Department: Administration
Reports To: Town Administrator
FLSA Status: Non-Exempt
Grade: Six
Prepared By: Human Resources Director, KJ
Reviewed Date: 07/2026

OBJECTIVES:

The Administrative Assistant II is a full-time position with a comprehensive benefits package. This position provides administrative support to the Administration Department by performing a wide variety of clerical, technical, and customer service functions that contribute to the efficient daily operations of the Town.

The work environment is fast-paced and requires strong organizational skills, attention to detail, proficiency with various computer programs, and a willingness to learn new software and responsibilities as needed. The successful candidate must be adaptable, able to prioritize multiple tasks, and maintain professionalism while interacting with the public, elected officials, and Town staff. Under the direction of the Town Administrator, this position may provide support to elected officials and other Town departments as operational needs require.

JOB DUTIES:

Specific job duties and responsibilities include, but are not limited to the following:

1. Provides administrative support to the Town Administrator and one or more officials or administrators as directed by the Town Administrator as needed.
2. Obligation to maintain and protect confidential records, conversations, and general matters.
3. Assists in the management of public records requests.
4. Prepares and maintains a paper and electronic filing system for various documents and information including items of a legal nature and is responsible for completeness and accuracy of such to be used for Town records and audits.
5. Assembling, compiling, and summarizing data into concise forms and preparing reports, charts, and graphs, as needed.
6. Prepares Mayor and Council Meeting packets, presentations, and minutes for Town records.
7. Compiles information for a bi-weekly staff report.
8. Assists in the preparation of electronic monthly newsletters, postings on the Public Access Channel, and general updates to the website and social media.
9. Maintains receipts and invoices to create requisitions and purchase orders.
10. Maintains knowledge of equipment in Town Hall and places service calls as needed.
11. Assists in conducting the day-to-day requirements of general administrative needs.
12. Assists the Human Resources Director with functions such as insurance claims, scheduling various appointments or trainings, various correspondence requirements, assisting with bill payment, reporting, and memo writing.

13. Other duties as assigned.

EDUCATION AND LICENSING:

A high school diploma or general education degree (GED) is required. An associate or bachelor's degree in business or a related field is preferred. If applicable, must maintain a valid Driver's License with a favorable driving record; pre-employment and periodic review of Motor Vehicle Records are required. Possession of a Maryland certification as a Notary Public is preferred or can be obtained at the Town's expense. Preference is given to Certified Municipal Clerks or those who are willing to obtain the certification with the Town.

JOB SKILLS, EXPERIENCE, AND KNOWLEDGE:

Knowledge of office practices, procedures, and equipment. Knowledge of business practices, English, spelling, punctuation, and grammar is required. Skilled in Microsoft Office Suite. Types at a minimum speed of forty words per minute. The ability to perform basic mathematics and maintain the confidentiality of records and other materials is necessary. Upper-level administrative duties or supervision experience is preferred. Must possess human relations skills and the ability to communicate and work well with elected and appointed officials, the public, consultants, vendors, outside agencies, and coworkers courteously and tactfully. Must be able to perform duties safely and efficiently as well as set the standard for others.

WORK CONDITIONS:

All work is conducted inside a climate-controlled environment. Required to work evening meetings, specifically the 2nd and 4th Mondays for Mayor and Council Meetings; other meetings outside regular working hours may be required at times. May be required to work an occasional weekend or holiday.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee will occasionally lift 25 lbs. and rarely lift 50 lbs. Minimal physical effort is required. The employee will be subject to pre-employment, post-accident, random, and reasonable cause drug and/or alcohol testing. Employees will be subject to a pre-employment background screening.

RESPONSIBILITY & AUTHORITY:

Responsible for maintaining knowledge and skills necessary to perform the work required. The position is subject to all other general personnel regulations and procedures of the Town of Berlin, including disciplinary policy and grievance procedures as outlined in the employee handbook.

ADMINISTRATIVE, SUPERVISORY, AND OPERATIONAL REPORTING:

Reports directly to the Town Administrator or the Human Resources Director in the absence of the Town Administrator.

** Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.