

Town of Dolores – Office Assistant

Position Title: Office Assistant

Department: Administration

Reports To: Town Manager

FLSA Status: Non-Exempt

Pay Rate: \$23.00 per hour, with full benefits

Schedule: Full-time 30-40 hours per week

Position Summary

The Office Assistant provides administrative and clerical support to the Town Manager, Treasurer, and Clerks. This position assists with daily office operations, public interaction, financial transactions, recordkeeping, and communications. The ideal candidate is an independent, flexible, and self-motivated professional who enjoys working in a small-town government setting and providing excellent customer service.

Essential Duties and Responsibilities

- Assist the Town Manager, Treasurer, and Clerks with administrative tasks and special projects.
 - Perform reception duties; greet visitors and respond to phone and email inquiries.
 - Receive, record, and process cash receipts, utility payments, and other fees.
 - Prepare deposits and assist with reconciliation of daily transactions.
 - Maintain and update town records, files, and databases in accordance with record retention policies.
 - Prepare correspondence, forms, reports, and other documents.
 - Assist with meeting preparation, including agendas, packets, and minutes as needed.
 - Support town communication efforts, including social media updates, website posts, and community notices.
 - Provide general information to the public regarding town services, meetings, and programs.
 - Perform other duties as assigned to support the efficient operation of the Town Office.
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Minimum Qualifications

- High school diploma or equivalent required; associate degree or coursework in business, public administration, or related field preferred.

- One (1) year of clerical, bookkeeping, or customer service experience; municipal or government experience desirable.
 - Proficiency in Microsoft Office (Word, Excel, Outlook) and ability to learn municipal software programs.
 - Strong written and verbal communication skills.
 - Ability to handle confidential information with discretion.
 - Excellent organizational skills and attention to detail.
 - Self-starter able to work independently and manage multiple tasks.
 - Professional, courteous, and adaptable when working with the public and colleagues.
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Work Environment and Physical Requirements

Work is performed primarily in an office setting with frequent public contact. The position requires sitting, standing, walking, and occasional lifting of up to 25 pounds. Some evening or weekend work may be required for meetings or community events.

Compensation and Benefits

This is a full-time, hourly position at **\$23.00 per hour**, with a competitive benefits package including health insurance, retirement, paid holidays, and paid time off.

How to Apply

Submit a completed Town of Dolores employment application, résumé, and cover letter to:

Town of Dolores
601 Central Avenue
Dolores, CO 81323
or email to: leigh@townofdolores.com

Position open until filled.