COOMALIE COMMUNITY GOVERNMENT COUNCIL
Position Description

Position Title	Administration Officer
Department	Corporate Services
Direct Report	Executive Services Coordinator
Level	Grade 5/6
Location	Batchelor Office

POSITION OBJECTIVE

Working within the Corporate Services Group, the Administration Officer is required to coordinate, undertake and support all Council administration duties, including administrative support to Council meetings, support to the rates and accounting department in a compliant, confidential and safe manner and providing frontline reception services.

SELECTION CRITERIA

Essential Selection Criteria

1. Relevant qualifications and/or experience in managing office administration.
2. Experience in finance administration, particularly with the processing of accounts payable/receivable; purchasing; reconciliation of accounts.
3. Experience in front desk and first customer response services including telephone and receptionist duties.
4. Experience in records management and associated business systems including the distribution and management of incoming and outgoing mail.
5. Demonstrated knowledge of rates and charges administration and records management relating to the council's assessment record, including preparing rates notices and other correspondence, following up overdue debtors and actioning rates recovery processes in accordance with the *Local Government Act 2019.*
6. Prepare monthly reports for Council relating to correspondence and complaints.
7. Demonstrate a high level of oral and written communication skills.
8. Demonstrated knowledge and experience of the Microsoft Office range of software.
9. Experience in customer service as well as managing sensitive and confidential issues.
10. Maintain Council registers and associated business systems.
11. Provide administration support to all managers and coordinators of services and programs.

Desirable Selection Criteria

1. Certificate II or Certificate III in Business or a related discipline.
2. Understanding of Local Government and associated legislations / regulations.
3. Good knowledge of the Coomalie region.

Mandatory Employment Criteria Requirements

- NT Drivers Licence
- National Police Check
- NT Safe (Ochre Card)