

TOWN OF CLIFTON
EMPLOYMENT OPPORTUNITY TOWN
Administrative Assistant



"Where the Trail Begins"

Reports To: Town Manager

Job Status: Regular, Full Time

FLSA: Non-Exempt

Hiring Salary: \$18.25 DOE

Opening Date: September 17, 2026

Closing Date: Open Until Filled

JOB DESCRIPTION

The Town is seeking a versatile Administrative Assistant / Customer Service Specialist to manage front-office operations, deliver exceptional community service, and provide comprehensive administrative support. In this role, you will serve as the primary public-facing representative for the Town, managing digital communications, coordinating schedules, and handling essential financial and clerical tasks.

ESSENTIAL DUTIES

Answers Town telephones; greets customers and visitors; provides customer assistance; retrieves requested documents; provides information regarding programs, services and procedures; refers callers or visitors to other staff members as appropriate; and takes messages.

Supports the Town with requests for service from the public, and participates in public participation programs, social media requests, and customer service initiatives. Coordinates website and social media updates.

Maintains calendars, schedules meetings and appointments; prioritizes and resolves complex meeting schedules; coordinates meeting resources and travel. Prepares meeting agendas and presentation materials; takes and transcribes meeting minutes, and prepares summaries for distribution.

Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the Town; creates, edits and processes memoranda, documents and other communications.

Receives applications, administrative forms, work orders, registration forms, reservation requests or other documents from customers and/or employees; prepares documents for processing; receives and records payments; counts, balances and reconciles cash drawer; and prepares deposit paperwork.

Conducts research and special projects; and may handle confidential information

DESIERED EXPERIENCE AND EDUCATION QUALIFICATIONS

One to three years of progressively responsible office administration, specialized administrative, or office support experience including public contact. Excellent communication, organizational, customer service, computer and grammar skills are required.

Experience or Training in Website Design and Social Media Platforms.
High school diploma or GED equivalent.

Any equivalent combination of education and experience sufficient to perform the essential functions.

TO APPLY

Visit our website @ www.cliftonaz.gov to submit Town employment application and resume

An Equal Opportunity Employer

In accordance with the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the Town of Clifton does not discriminate on the basis of disability in the admission or access to treatment, or employment in its programs, activities, or services.

Phone: 928-865-9146 Web: www.cliftonaz.gov
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