

Town of Akron

Seasonal Front Office Assistant

Schedule: Seasonal position through the end of summer.

Four days a week, 8 hours per day, Monday–Thursday, between 9:00 AM – 5:30 PM.

Compensation: \$16.00 - \$20.00 per hour, depending on experience and qualifications.

Employment Type: Seasonal, Non-Exempt

JOB PURPOSE

The purpose of the Seasonal Front Office Assistant position is to provide essential administrative and customer service support at Akron Town Hall during the busy summer season. This role ensures that residents and visitors receive timely, courteous assistance and that front office operations run smoothly and efficiently. By managing incoming inquiries, processing utility payments, and supporting day-to-day administrative functions, the position contributes to the effective delivery of municipal services and helps maintain a welcoming, organized, and responsive environment for the public.

RESPONSIBILITIES AND ESSENTIAL DUTIES:

- Greet and assist residents, customers, and visitors in person and over the phone
- Answer and route phone calls and inquiries to appropriate departments
- Process payments and issue receipts for municipal services (e.g., water, wastewater, trash)
- Perform accurate data entry and maintain both digital and paper records
- Assist with general office tasks including filing, copying, and mail distribution
- Provide administrative support to Town Hall staff as needed

KNOWLEDGE, SKILLS, & ABILITIES:

- Strong customer service and communication skills
- Basic computer proficiency, especially with Microsoft Office
- Willingness and ability to learn utility billing and work order software
- Ability to accurately handle cash and card payments
- Excellent organizational skills and attention to detail
- Prior customer service and office experience preferred

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

This position requires sitting for extended periods, regular use of computers and office equipment, and occasional lifting of up to 25 pounds. Reasonable accommodations will be made for individuals with disabilities.

QUALIFICATIONS:

- Must be at least 18 years of age
- Must be legally authorized to work in the United States
- Must pass a background check prior to employment

Equal Employment Opportunity:

The Town of Akron is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, veteran status, or any other protected status under applicable law.

To Apply:

Please submit a resume and application to admin@townofakron.com or drop it off in person to:

Dencia Raish, Town Clerk
Akron Town Hall
250 Main Ave, Akron, CO 80720

For more information, **contact Dencia Raish at 970-307-7506** or admin@townofakron.com.

DISCLAIMER

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

*Nothing in this job description restricts the Town of Akron's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the Town change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the Town and any Town employee. No employee should consider these guidelines as a contract. The Town of Akron does not guarantee any specific term or length of employment.
All employees of the Town are "at will employees."*