

## **POSITION DESCRIPTION**

Class Title:	Part-Time Clerk	Location:	Municipal Building
Department:	Administration	Union:	AFSCME Local No. 3157
Division:	Finance		
Date:	September 18, 2019		

### **GENERAL PURPOSE**

Performs routine clerical and secretarial work in answering the phones, receiving the public, providing customer assistance, cashiering, data entry and processing, and mail handling.

### **SUPERVISION RECEIVED**

Works under the close supervision of the Finance Office Manager, according to an established work routine.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Serves as cashier including receipting of utility payments and various other payments and posting monies to appropriate accounts.

Answers in-coming telephone calls and routes callers or provides information as required when called upon.

Receives the public and answers questions; citizens and others and refers, when necessary, to appropriate persons.

Operates listed office machines, as required.

### **PERIPHERAL DUTIES**

Provides backup to related positions.

Performs other duties as may be assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) High School Diploma or GED; and

- (B) One (1) year of related experience; or

**Necessary Knowledge, Skills and Abilities:**

- (A) Knowledge of office automation and computerized financial applications;
- (B) Knowledge and experience in the use of computers and electronic data processing, including the use of word processing applications, spread sheet applications and data base applications; working knowledge of modern office practices and procedures.
- (C) Ability to accurately perform mathematical calculations, including addition, subtraction, multiplication and division.
- (E) Skill in operation of listed tools and equipment.
- (F) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing, using proper grammar and spelling.

**SPECIAL REQUIREMENTS**

Ability to be bonded. Must pass a criminal background check.

**TOOLS AND EQUIPMENT USED**

Automated phone system; networked personal computer and printers; copy machine; postage machine; fax machine; typewriter; calculator, and folding machine.

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

## **SELECTION GUIDELINES**

Formal application, rating of experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.