

City of Clatskanie Part Time General Clerk

Job Title: General Clerk
Organization: City of Clatskanie
Department: Administration

Salary: \$16.65 hr.
Class: FLSA Non-Exempt
(Part Time, 20hrs. per week)
Date: July 1, 2017

PURPOSE OF POSITION: Assist office staff with Receptionist and general office duties (utility billing, building permits, business licenses, etc.)

ESSENTIAL JOB FUNCTIONS:

Greet customers, take payments and answer questions regarding water and sewer accounts, building permits, business licenses, ordinances, and city's policies and procedures. Answer incoming calls and take customer payments for water and sewer services. Assist customers with the purchase of city services such as: water and sewer utilities, business licenses and building permits. Incoming Mail: receive, sort, and process incoming mail. This includes documenting and processing water/sewer payments and other various revenues. Assist in maintaining and creating new files for service.

AUXILIARY JOB Functions: Provide administrative assistance to department personnel in such areas as secretarial, data entry, customer questions, concerns and complaints, etc. Maintain work areas in a clean and orderly manner. Fill in for Senior General Clerk when absent from the office. Other duties as assigned that are similar in nature.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Eligible applicants must have knowledge of general office practices and procedures; Demonstrated experience in the use of standard MS Office Suite software platforms (Word, Excel, PowerPoint, Excel) and general use of a PC and operation of standard office equipment. Education equivalent to high school diploma or GED, plus additional specialized training in office practices and one-year clerical experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the required duties. Knowledge of office and record keeping practices, procedures and methods; ability to communicate (verbally and in writing) effectively. Valid Oregon Driver's License and ability to pass a post conditional offer background check.

DESIRABLE REQUIREMENTS: Previous knowledge of the organization and functions of municipal government and use of database software. A satisfactory combination of three - five years of progressively responsible office or training that demonstrates the knowledge, skills and abilities to perform the above duties.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires full mobility. Duties involve lifting and moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc. and may weigh up to 25 pounds. Manual dexterity and coordination are required of 50% of the work period while operating equipment such as computer keyboard and standard office equipment.

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WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments. Incumbent will, on occasion, interact with members of the public in situations that may require patience, collaboration and problem solving. Extreme flexibility in schedule to fill in when other office members are absent.

OTHER INFORMATION: This is a part-time position (20hrs per week) that relies on schedule flexibility. Normal work hours would be Monday – Friday between the hours of 8:00 am and 3:00 pm Position benefits include sick time and vacation time (Accrued at a ½ time rate). Health insurance is not provided.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT TO THE POSITION.