

POSITION TITLE: Clerk Assistant

POSITION REPORTS TO: City Clerk/Treasurer

SALARY RANGE: \$10.50 to \$25.00

HOURS: Monday-Thursday 8:00 AM to 5:00 PM, Friday 8:00 AM to 12:00 PM

**DESCRIPTION:**

Under the direction of the City Clerk, serves as utility clerk and receptionist, performs a wide variety of clerical functions.

**ESSENTIAL FUNCTIONS:**

1. Answers and directs telephone calls
2. Receives and directs citizen inquiries
3. Opens and processes incoming mail and oversees out-going mail
4. Assist with preparation of City Council meetings and legal notifications
5. Attends City Council meetings to assist with online meeting software
6. Reviews and assists with records management
7. Responsible for annual pet licensing
8. Create and send out monthly utility billings, including water, sewer and garbage, including delinquent tracking/collection.
9. Responsible for monthly utility newsletter and events schedule
10. Responsible for maintaining park shelter rental agreements
11. Assist with annual calculation of customer sewer usage fee.
12. Performs data entry as assigned
13. Responsible for sending new customers information and forms
14. Receives, processes and reports on handicap parking applications
15. Responsible for regular light office cleaning
16. Performs other duties as directed or as the situation requires

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited high school or GED, or evidence of regular attendance at an accredited high school
2. Receptionist/Accounting Clerk experience preferable

**KNOWLEDGE, SKILLS AND ABILITIES`**

1. Ability to maintain confidentiality of city customer accounts
2. Knowledge of modern office procedures, methods and equipment including personal computer and laptop
3. Computer skills including working knowledge of MS Office Products, i.e.
4. word-processing, spreadsheet and database skills
5. Good public relations, customer service skills and office etiquette
6. Basic English usage, spelling, grammar, punctuation skills, and alphabetization and filing skills
7. Basic mathematical skills for use of cash payments and providing correct change
8. Responsible for petty cash payments and reimbursement

9. Ability to type 30 words per minute
10. Ability to apply common sense understanding in carrying out written and oral instructions.
11. Ability to follow instruction.
12. Ability to read and write proficiently.
13. Ability to work independently without direct supervision.
14. Ability to establish and maintain effective working relations with City officials, fellow employees and patrons.
15. Ability to maintain dependable attendance for established work hours or on call stasis.
16. Physically capable of performing all essential functions without assistance from additional personnel.