

City of Centerton
Job Description

JOB TITLE: Clerical Office Assistant

EXEMPT (Y/N): No
DATE PREPARED: January 26, 2018

DEPARTMENT: Administrative
SUPERVISOR: Financial Director

SUMMARY: This is an entry-level clerical support position that performs a wide variety of routine and advanced administrative, clerical, public relations, and general support functions, and otherwise relieves managers and supervisors of clerical work and minor administrative and business detail by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES Attendance at work and the ability to get along with the public, supervisors, and co-workers are essential elements of this position. Reporting relationships, work assignments, and work schedules may be subject to change in order to meet City needs or operational requirements. Other duties may be assigned.

- Organize and maintain file system, and files correspondence and other records.
- Assist in sorting incoming mail and correspondences.
- Create, process, and receipt payment for business licenses, fire dues and other receivables.
- Research ordinances, resolutions, minutes, and project files in response to specific requests.
- Order and maintain office supplies.
- Make copies or scans of correspondence or other printed materials.
- Operate various modern office machines, software and programs, both general and department-specific, as required by the department manager.
- Assist in the opening and closing of the office. As required, coordinates facility use scheduling and maintenance issues.
- Greet and host visitors and route them to the appropriate area or person.
- Answer telephone and give specific and general information in response to public inquiries. Deals courteously and diplomatically with the general public.
- Perform any other duties as assigned by the Financial Director or Mayor.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or General Education Degree (GED) and one (1) year related experience and/or training; or equivalent combination of education and experience. Must demonstrate general office and writing skills; computer skills including Microsoft programs experience is a plus.

LANGUAGE SKILLS: Must possess a basic knowledge of office terminology and business English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and

procedure manuals. Ability to write routine correspondence and reports. Ability to communicate effectively to public and employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

WORKING RELATIONSHIPS: This position has daily contact with the public and municipal related professionals, which requires a high degree of demonstrated competence and professionalism.

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 regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here 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 usually moderate.