

**CITY OF CLARKSTON
POSITION DESCRIPTION**

Effective Date: 1/20

Title: Temporary, Part-time Receptionist/Secretary

Department: Finance/Records

Union: Exempt

GENERAL PURPOSE:

Provides general clerical support and assistance to City Hall staff, including the Mayor, Clerk/Treasurer and Public Works Director. Performs a variety of routine financial and record keeping functions, answers telephones, greets public, receives and processes cash receipts, maintains business license records and dog license records and performs other duties as assigned.

SUPERVISION RECEIVED: Works under the direct supervision of the Clerk/Treasurer.

SUPERVISION EXERCISED: None.

ESSENTIAL JOB FUNCTIONS:

- Performs routine clerical duties including answering telephones, receiving the public, providing customer assistance, cashiering, data entry, bookkeeping and filing.
- Answers incoming calls and routes caller or provides information as required.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refer, when necessary, to appropriate persons.
- Receipts cash and checks, processes credit transactions, records EFT transactions; performs computer data entry. Prepares daily receipts for balancing. Enters Utility and Business License daily totals into Finance software system.
- Receives and distributes incoming mail; assists with outgoing mail; maintains postage meter.
- Composes, types and edits a variety of correspondence, reports forms and other documents.
- Maintains business license system. Prepares and sends business licenses renewals, updates records and balances system. Sets up new business license accounts. Provides business license reports to Tribune and others by request.
- Records change requests for utility accounts, such as change of owner, change in sanitation cart size, extra garbage service.
- Maintains dog license records. Issues new dog licenses including those issued by Lewis Clark Animal Shelter.
- Reserves City Hall meeting rooms and issues building keys to users.
- Prepares monthly bills for building permit accounts. Balances permit system
- Performs other related duties as required.

OTHER JOB FUNCTIONS:

- Assists public with basic zoning questions.
- Interprets regulations and ordinances.
- Provides voter registration information.

DESIRED QUALIFICATIONS:

Education and Experience:

High School diploma or equivalent. Clerical or bookkeeping/accounting training preferred. Three years paid, responsible clerical or bookkeeping experience desired.

Knowledge, Skills and Abilities:

Working knowledge of computers and electronic data processing, including experience with Word and Excel; working knowledge of modern office practices and procedures; some knowledge of basic bookkeeping.

Skill in operation of office tools and equipment.

Ability to perform cashier duties accurately, ability to provide customer service in a professional, cooperative manner; ability to communicate effectively verbally and in writing; ability to establish and maintain cooperative relationships with those contacted in the course of work, both public and co-workers; ability to work quickly and accurately in a fast-paced office environment with frequent interruptions; ability to handle stressful situations.

TOOLS AND EQUIPMENT USED:

Multi-line telephone; personal computer including specialized software; copy machine; postage machine; fax machine; base radio; calculator; typewriter.

PHYSICAL DEMANDS:

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

The duties of this job typically requires stooping, kneeling, walking, pulling, lifting, finger dexterity, grasping, talking, seeing, hearing, and repetitive motions. Requires frequently lifting, carrying, pushing or pulling up to 10 pounds and/or occasionally lifting, carrying, pulling or pushing up to 20 pounds. Frequent walking, standing or sitting most of the time. Prolonged visual exposure to a computer monitor.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in an indoor office setting. The noise level in the work environment is usually quiet.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval _____
Supervisor

Approval _____
Appointing Authority

I understand that this job description is illustrative only and does not contain a complete listing of every incidental duty.

Employee Signature

Date