

OCCUPATION DESCRIPTION

Title: Clerk Typist

Responsible to: Safety Service Director or his Designee

Normal Working Hours: Monday through Friday, 8:00 am to 4:30 pm. These hours and days could vary, based on need.

QUALIFICATIONS

Completion of secondary education (high school or GED) supplemented by general business and secretarial science, courses in typing and computer operations, plus one (1) year minimum secretarial, business office work experience, or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must have own transportation to travel to and from job sites.

MINIMUM ACCEPTABLE CHARACTERISTICS (* indicates developed after employment)

Knowledge of: office practices and procedures, basic accounting, department policies and procedures*, English grammar and spelling, records management and retention*.

Skills In: computer literate; proficient in Microsoft Office - this includes Outlook, Word, Microsoft Excel and PowerPoint; use of typewriter, telephone, calculator, copy machine, fax machine and any use of modern office equipment.

Ability to: carry out instructions in written, oral or picture form, deal with problems involving several variables within familiar context, calculate fractions, decimals and percentages, prepare accurate documentation, maintain records according to established procedures*, develop and maintain effective working relationships, interact with all individuals that deal with city business, maintain level of confidentiality with operations, procedures and any other confidential issues, understand, interpret, and apply rules or regulations to specific situations, respond to routine inquiries from public and/or officials, answer routine telephone inquiries.

ESSENTIAL FUNCTIONS OF THE POSITION

- (1) The Clerk Typist is responsible to fill-in, assist and perform clerical duties in various departments and various city locations. These locations include all current city departments and any others that may be established and include locations off-site.
- (2) Answers phones, addresses caller's questions or concerns and/or directs callers to correct departments or personnel. Copies, files, sorts various documents, delivers mail and interoffice correspondence, data entry, daily deposits, updating reports, creating and maintaining new and existing files. Proficient in Microsoft Office, Outlook, Word, Excel* and Power Point*.
- (3) Assist the public in each of the city departments as needed and directed. Performs various customer service related tasks (e.g., receives and responds to in-person and telephone inquiries, meets and greets office visitors and customers, takes and disseminates messages, etc.), assists with bill payments, permits, records requests and other public interactions.
- (4) Creates memos, faxes, letters and other documents as requested or directed.
- (5) Performs a variety of secretarial and clerical tasks in order to assist with the efficient operation of the various departments of the city. Must possess the ability to multi-task and communicate well with others.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as required.

EQUIPMENT OPERATED (the following are examples only and are not intended to be all inclusive)

Computer, typewriter, telephone, calculator, copy machine, Smart Board, DVR, scanner, fax machine and other office equipment as assigned.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

The employee is exposed to chemicals found in an office environment (e.g., toner, correction fluid, etc.), occasionally lifts and carries up to thirty (30) pounds of weight, occasionally pushes and pulls up to fifty (50) pounds of weight.