

## POSITION DESCRIPTION

**Position Title:** PT Administrative Clerk - Solid Waste

Department: Public Works

Division: Solid Waste

FLSA: Non-Exempt

Retirement: KPERs

Date: December 10, 2020

### GENERAL PURPOSE:

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Public Works staff, and assisting in the administration of the standard operating policies and procedures of the department. Shares receptionist responsibilities with the Administrative Clerk - Streets.

### SUPERVISION RECEIVED:

Works under the direct supervision of the Solid Waste Foreman with general oversight by the Operations Superintendent. The individual in this position usually receives only generalized instructions and is frequently required to make independent work decisions.

### SUPERVISION EXERCISED:

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: Important duties and responsibilities may include, but are not limited to, the following)

- Responsible for accurate data processing; maintains accurate records for Equipment, Recycling and Brush Disposal Customers using existing databases.
- Mail notices as required to Solid Waste Customers regarding collection.
- Maintain databases of address specific issues and general Solid Waste collection statistics.
- Ensure that the Trash Bag Delivery database is correct.
- Answers in-coming calls and routes callers or provides information as required when Street Administrative Clerk is unavailable.
- Fills out time sheets and keeps accurate records of employee's time for Supervisors.
- Operates radios as needed and assists in radio communications; operates base radio as required.
- Receives the public and answers questions regarding trash routes and pick-up schedules; distributes trash bags at on-site pick-up; assists Street Administrative Clerk when necessary.
- Responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Maintains inventories and assists in the procurement of department materials and supplies in addition to office supplies.
- Operates listed office equipment, as required.
- Types and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
- Responsible for the creation and maintenance of databases to track information such as employee timekeeping, brush site operations, trash bag delivery, etc.

- Prepare and coordinate notifications to media of schedules pertaining to Solid Waste Operations with Public Information office.
- Receives Recycling monies and prepares deposit.
- May serve as back-up for fuel system record keeping, billing and bid process.
- Performs other administrative and clerical duties as assigned.

### **PERIPHERAL DUTIES**

- Attend training as required related to Solid Waste, Recycling, Composting, Fuel System, and Computer Programming.
- Assist Superintendent and/or Solid Waste Foreman with annual events such as Spring Clean-Up and Trash Bag Delivery.
- Maintains records on accidents and insurance claims; provides information to Human Resources and Deputy City Clerk.
- Serves as primary point of contact for notification and scheduling of service calls for minor electrical, plumbing and mechanical repairs at the Service Center as well as regular monthly maintenance.
- Assists with maintaining accurate personnel attendance records via the timekeeping system and inputting timesheets into the City financial system as needed.
- Use the City financial system to pay invoices and request purchase orders.
- Serve as back-up to Streets Admin Clerk during vacations or other time off. May be required to serve as dispatch during snow removal and/or emergency storm operations.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- a. Graduation from a High School or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.
- b. Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
- c. Must type at least **35 wpm**, typing test will be administered at Leavenworth Workforce Partnership Center.
- d. Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy
- e. Ability to deal with public relations efforts that may be confrontational.

#### **Necessary Knowledge, Skills and Abilities:**

- a. Working knowledge of computers and electronic data processing in a Windows-based environment such as Microsoft Word, Excel and Access and other MS Office software.
- b. Working knowledge of modern office practices and procedures.
- c. Some knowledge of accounting principles and practices.
- d. Skill in operation of listed tools and equipment.
- e. Ability to effectively meet and deal with the public; Ability to communicate effectively verbally and in writing; Ability to handle stressful situations and constant interruptions.
- f. Ability to read, write and speak fluent English.

### **SPECIAL REQUIREMENTS**

- (A) Class C Underground Storage Tank certification must be completed within 6 months of hire date and maintained for duration of employment.

## **TOOLS AND EQUIPMENT USED**

Personal computer including word processing, spreadsheet and database software such as Fuel Management and Garage Billing Software, printer, multi-line telephone system, electronic time clock, copy machine, fax machine, scanner, base radio, 10-key calculator.

## **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 frequently required to sit and talk or hear and use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the 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 sometimes quiet, usually noisy and occasionally can become loud. The employee may occasionally be exposed to fumes or airborne particles in the work environment.

## **SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

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 position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **APPROVAL AUTHORITY:**

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Department Head

Date

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HR Director

Date