

POSITION DESCRIPTION

Position Title: Administrative Clerk
Department: Public Works
Division: Streets/Traffic/Storm Water
FLSA: Non-Exempt
Retirement: KPERs
Date: June 28, 2017

GENERAL PURPOSE

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Operations Superintendent, and assisting in the administration of the standard operating policies and procedures. Shall respond to requests or information required by the public. Shares receptionist responsibilities with the Administrative Clerk - Solid Waste/Garage.

SUPERVISION RECEIVED

Works under the direct supervision of the Street 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)

- Answers and operates central telephone system and routes callers or provides information as required.
- Operates and assists in radio communications.
- Composes, types and edits correspondence, reports, memoranda and all other material requiring judgment as to content, accuracy and completeness.
- Assists in the procurement of department materials and supplies, following established policies and procedures. Functions as receiving agent and maintains appropriate purchasing files.
- Receives and distributes incoming mail.
- Prepares and maintains work orders.
- Operates listed office machines as required.
- Plans and schedules conferences, training and travel.
- Acts as custodian of departmental documents and records.
- Inputs and retrieves data from various database systems for a variety of Street, Traffic Control and Storm Water related maintenance projects. Maintains information for managerial and reporting purposes.
- Maintains departmental personnel records.

- Responsible for maintaining accurate personnel attendance records via the timekeeping system and inputting timesheets into the City financial system.
- Use the City financial system to pay invoices and request purchase orders.
- Must display a courteous and professional demeanor when dealing with the public.
- Schedules appointments and performs other administrative and clerical duties as directed.
- May perform other duties as assigned.

PERIPHERAL DUTIES

- Serves on City employee committees or counsels as appointed or directed.
- Attend conferences and training pertaining to Public Works policies and procedures.
- Support other City tasks as directed by the Operations Superintendent and or the Director of Public Works or their designated representative.

MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.
- b. Must type at least **35 wpm**, typing test will be administered at Leavenworth Workforce Partnership Center.
- c. Two (2) years of increasingly responsible administrative or related experience, or any equivalent combination of related education and experience.
- 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. Experience dealing directly with the public. 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. Working knowledge of city street locations and arterial systems.
- d. Working knowledge of City and Street Division safety requirements. Will ensure that safety is part of any task and correct and or report any and all safety-related deficiencies.
- e. Ability to receive and process complaints from the general population.
- f. Skilled in coordinating work efforts with other Service Center and City employees, utility companies, general public and others.
- g. Ability to rapidly input and retrieve data though the database systems.
- h. Ability to perform arithmetic computation in materials ordered, received, job cost, etc.
- i. Ability to read, write and speak English.

TOOLS AND EQUIPMENT

Personal computer; including word processing, spreadsheet and data base software; printer; 10-key calculator; copy machine; fax machine; scanner; typewriter; two-way radio; and multi-line telephone system. These are just a sample of some of the tools and equipment used.

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, talk and hear. The employee is occasionally required to walk and will continuously use hands to finger, handle, or feel objects, tools, or controls; 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 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; reference check; background investigation; 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:

Department Head

Date

HR Director

Date