

POSITION DESCRIPTION

POSITION TITLE: PT Office Clerk II
DEPARTMENT: City Clerk
DIVISION: Administration
FLSA: Non-Exempt
RETIREMENT: KPERS
EFFECTIVE DATE: May 24, 2023

GENERAL PURPOSE

Provides general clerical support for the City Clerk's Office, and issues various licenses. Tasks include varied clerical work such as word processing, transcription, filing, calculations, providing assistance to walk-in customers, answering incoming phone calls and receipting of money.

SUPERVISION RECEIVED

Works under the direct supervision of the Deputy City Clerk. Works under the general supervision of the City Clerk.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Performs routine clerical work; answering phones; providing customer assistance; receipting of money.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers to appropriate person when applicable.
- Assists with citizen complaints, requests for service/information, to include open public records request.
- Composes, types, and edits correspondence; policy reports, license reports, proclamations, resolutions, ordinances and other material requiring judgment as to content, accuracy, and completeness.
- Prepares documents for signatures in advance of City Commission Meetings, which may include proclamations, resolutions, ordinances, board/committee appointment letters, etc.
- Operates various office equipment.
- Enters data into the computer and keeps accurate records/reports.
- Maintains documents, files and records and assists with city clerk's department records retention.
- Responsible for setting up City Commission Room for meetings, as instructed.
- Issuance of licenses to include: dog licenses, rental registration, alarm licenses, food handler permits, garage sale licenses, health permits, taxi cab, liquor licenses, and several other licenses.
- Picks up dog licenses from the local vets on a weekly basis or more frequently if needed.
- Responsible for scanning agendas, minutes, ordinances, resolutions, fiscal comments and other material into Laser Fiche for record retention.
- Responsible for proofreading legal publications, and distribution to other entities as needed.
- Assists in preparing and maintaining index cards for assessments, deed cards, vacation cards, etc.
- Assists with Senior Rebate Program.
- May assist other staff members with projects, special assignments, etc. as directed.
- Develops and maintains an effective working relationship with other city employees, departments, city attorney and city commissioners/officials.
- Responsible for mail distribution, accurately metering outgoing mail and maintain the postage meter.
- Other duties as assigned.

PERIPHERAL DUTIES

- Register Citizens to vote.
- Attend City Commission meetings and take notes when needed.
- May serve as a member of various employee committees as appointed or directed.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from a high school or GED equivalent with emphasis in business/office practices such as typing, filing, accounting and bookkeeping.
- Two years of full-time experience in business office/clerical procedures.
- Must be able to type 40 net WPM and have experience with Microsoft Word, Excel, and Access.
- 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.

Necessary Knowledge, Skills and Abilities

Ability to:

- make minor decisions in accordance with Municipal Codes, Ordinances and Regulations and to apply departmental policy in routine work procedures.
- compose/prepare memos, reports and other correspondence.
- function effectively with minimal instruction and constantly changing priorities.
- maintain composure while working in a high traffic environment and able to multi-task.
- deal tactfully and courteously with the public.
- develop and maintain effective working relationships with department staff, city employees and officials.
- accurately account for and balance monies.
- communicate effectively verbally and in writing.

TOOLS AND EQUIPMENT

Personal computer, including word processing spreadsheet and data base software; 10-key calculator; copy machine; fax machine; scanner; multi-line telephone system and mail meter.

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, use hands and arms and walk. 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 moderately quiet. Work may be disrupted frequently, by persons and telephone calls

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; and other job related tests may be required.

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 City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

APPROVING AUTHORITY:

Department Head

Date

HR Director

Date