

POSITION DESCRIPTION

Title: Water Office Clerk

Department: Water Utility

Date:

FLSA Status: Non-exempt

OBJECTIVE

To perform a variety of routine and complex clerical, secretarial and administrative duties in the administration of the city government.

GENERAL STATEMENT OF DUTIES:

1. Reports to: Water Office Manager
2. Directs: None.
3. Other: Works closely with Office Manager and City Secretary, Water Superintendent and water staff, has contact with all City department heads and the general public.

SUPERVISION EXERCISED: None.

GENERAL DUTIES AND RESPONSIBILITIES:

Processes transactions involving multiple steps such as document review; computation or verification of data; completion of forms, documents or records; and research to resolve questions and problems.

Operates a personal computer and application software to view, enter, edit, format, revise, print, assemble and distribute written materials such as forms, correspondence, manuals, contracts, agreements, articles, invoices, charts, matrices, reports, schedules, work orders; and other documents of similar complexity.

Enters, updates and retrieves data from existing spreadsheet models, database files and/or other automated/manual sources.

Establishes, maintains and updates files, records, accounts and other information as needed to support and document activities of the Water Department and City.

Schedule appointments; maintains calendar; routes calls/visitors; coordinates arrangements for tap meetings; and prepares and assembles presentation materials.

Performs clerical functions including cashiering, prepares work orders for Water Superintendent and/or department staff, filing, posting and or logging information to

manual or automated records; processing mail; collating and assembling documents; and photocopying and faxing documents.

Assists City Secretary and Water Office Manager in maintaining inventory and ordering office supplies and materials.

Receives the general public and answers questions; explains internal procedures; responds to inquiries from employees, citizens and others and refers, when necessary to appropriate persons.

Assists City Secretary in preparing for city council meetings and meetings of other boards/committees including assembling background materials and agendas.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the general public.

Other duties assigned by City Secretary and Water Office Manager.

PERIPHERAL DUTIES:

Operate a motor vehicle to run errands.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience: A) Graduation from high school or GED equivalent; and B) one (1) year of related office support or secretarial work, or C) any equivalent combination of related education and experience.

Required Knowledge, Skills and Abilities: Ability to operate some or all of the following machines/equipment: personal computer with modem/printer, application software, typewriter, adding machine/calculator, copier, postage machine, fax machine, data scanner and telephone system. Ability to communicate effectively orally and in writing; read/write sufficient to file, proof and edit routine office correspondence, reports and forms; calculate figures and amounts such as interest and percentages; establish and maintain effective working relationships as required by specific job duties; apply moderately complex oral or written instructions/guidelines to varied situations; act independently and know when to refer situations to supervisor or other appropriate person; maintain confidentiality of working information; apply existing procedures to similar situations.

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 regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is frequently required to sit, stand and walk. The employee is occasionally required to stoop, kneel or crouch.

The employee must occasionally push, pull, lift and/or move up to 25 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.

Work is performed primarily in an office environment while sitting at a desk or computer terminal. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference/background check; and 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 job 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.