

## **PART-TIME CLERICAL**

### **NATURE OF WORK**

This is basic clerical work in various City departments. Employees in this class perform operations which require the exercise of judgment based upon knowledge gained through experience. Work decisions are made in accordance with established departmental policies and procedures. Employees work under supervision, and receive instructions on unusual or difficult matters. Work is reviewed by superiors.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Type correspondence, notices, minutes, documents, bid files, requisitions, and other items as required.
2. Answer telephone and information requests, and wait on customers.
3. Sort mail.
4. Direct people to appropriate departments or personnel.
5. Maintain related records.
6. Assist with registration of departmental programs and activities and maintain related records.
7. Record and compile statistics for various records and reports.
8. Maintain varied departmental files.
9. Assemble materials for meetings, making such copies as needed.
10. Keep roster of activities or schedule, and notify affected persons.
11. Operate general office equipment.
12. Perform related work as required.
13. Prepare utility billings and customer change slips.

### **ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT**

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Some knowledge of the operation of a telephone system.

Knowledge of computer word processing, data base and spreadsheet software and ability to use a personal computer, specifically Microsoft Office.

Ability to operate a switchboard calmly and efficiently.

Ability to speak clearly, pleasantly and courteously.

Reasonable knowledge of modern office practices and procedures.

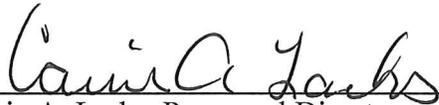
Skill, speed and accuracy in performing various clerical and typing tasks.

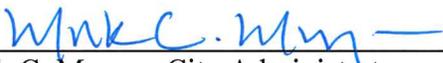
Patience, tact and dependability.

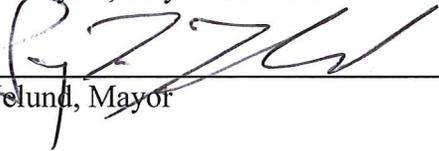
Ability to rapidly become familiar with the names, titles and locations of personnel and with the geography of the City.

Ability to deal with the public tactfully and courteously.  
Ability to work effectively with other employees.  
Reasonable experience in performing responsible clerical work.  
High school degree or GED equivalent with experience in typing.

Approval:

  
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Carrie A. Larks, Personnel Director

 11/18/15  
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Mark C. Meyers, City Administrator

  
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Gary Nelund, Mayor