



POSITION DESCRIPTION

Position: Clerk I		Department: Recreation/Senior Department	
Reports to: Senior Services Director/Recreation Director		FLSA Status: Exempt	
Location: Community Center	Division: Community Center	Pay Grade: N/A	
Revised: January 1, 2006	Last Reviewed:	Union: N/A	Status: Full-time

GENERAL PURPOSE

This position performs a variety of routine clerical, secretarial and administrative work in keeping official records, providing administrative support to the Recreation Department and Department of Senior Citizen Services staff, and assisting in the administration of the standard operating policies and procedures of both departments.

SUPERVISION RECEIVED

This position works under the close supervision of the Senior Services Director and the general supervision of the Recreation Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.

Answering incoming calls and routes callers or provides information as required.

Receives the public and answers questions; responds to inquires from employees, citizens and others and refers, when necessary, to appropriate persons.

Assists in the procurement of department materials and supplies.

Operates listed office machines as required.

Receives, stamps and distributes incoming mail, processes outgoing mail.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Inputs data to standard office and department forms and compiles data for various reports.

Prepares records such as notices, minutes, and resolutions.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Maintains inventories and orders office supplies and materials as needed.

Schedules appointments, and performs other administrative and clerical duties.
Processes program and class registrations.

Prepares and distributes news releases, flyers, brochures, notices, newsletters, etc.

Assists with scheduling and room setup.

Duplicates and distributes material.

Assists public with use of department facilities.

PERIPHERAL DUTIES

Issues routine non-technical permits.

Operates a City vehicle to run errands.

DESIRED 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, computer work, filing, accounting and bookkeeping, and
- (B) Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public.

TOOLS AND EQUIPMENT USED

Phone switchboard; personal computer including word processing software; copy machine; postage machine; fax machine; base radio; calculator, cellular phones.

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color 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 moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, conditional offer of employment; background check, physical and drug screening; valid state driver’s license; 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.

Approval: _____
Supervisor

Approval: _____
City Manager

Approval: _____
Employee