

CITY OF LOVELOCK JOB DESCRIPTION

Department: City Clerks Office
Reports to: City Clerk/Deputy City Clerk
FLSA Status: Non-Exempt

Classification:
Date Council Approved: 11/18/08
Created: November 2008
Last Revised: 3/19

OFFICE ASSISTANT

DEFINITION

Under general supervision performs routine basic clerical/administrative duties in support of the City Clerk's office.

DISTINGUISHING CHARACTERISTICS

This is an entry-level position and is distinguished from the Clerk and the Deputy Clerk in that Office Assistant is assigned tasks in accordance with instructions, procedures and method within a structured work routine.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job task/duties are not limited to the essential functions).

1. Key enters data into computer systems; records, codes and checks information; keeps records and prepares reports in accordance with predetermined forms and procedures.
2. Responds to questions from the public giving information or assistance; collects customer's receipts and payments, and issues licenses and permits.
3. Type's letters, memoranda, reports, forms and other material from rough draft.
4. Sorts and files operational data and documents; calculates totals and subtotals or compiles summaries; searches files and records for information.
5. Assist public and other departments or agencies, in person and by phone, by answering inquires related to department records, services and programs; explains rules, policies and procedures; explains proper use and completion of forms and documents.
6. *Attends City Council meeting when required; takes minutes at the City Council meetings; transcribes minutes from tape and sends to legal council for editing.*
7. Reviews and processes accounts payable and vouchers for payment.
8. Answers telephone and directs phone calls; runs errands including transmittal of bank deposit and mail.

9. Follows all safety rules and procedures.

EMPLOYMENT STANDARDS

Knowledge of:

Basic elements of English usage, grammar, spelling and punctuation; operation of basic office equipment; proper business letter and report typing procedures; telephone and receptionist etiquette.

Ability to:

Ability to type sufficiently to perform the tasks of the position; establish and maintain working relationships with staff and public; perform arithmetic calculations; learn and apply office procedures and policies; maintain confidentiality of information; operate a variety of office equipment; read and follow instructions. Travel away from duty station for training and/or meetings.

Education and Experience:

Graduation from high school or possession of G.E.D., general computer/work processing knowledge or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Special Requirements:

A valid Nevada driver's license for equipment to be operated.

Physical and Mental Requirements:

Level AI: Basically an indoor desk job. The job may require traveling by car. Physical demands include occasional light lifting, walking, some bending, stooping and squatting. Ability to appropriately handle stress and interact with others including, supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately.

Working Conditions

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors or noise.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed