ADMINISTRATIVE SECRETARY/CLERK

Department: Administrative
Title: Secretary/Clerk
Classification: Non-Exempt/Part-Time
Supervisor: City Manager

Position Summary:

Perform a wide range of administrative and office support activities for the department and/or managers to facilitate the efficient operation of the organization.

Essential Duties and Responsibilities:

- General clerical duties including photocopying, fax and mailing
- Maintain electronic and hard copy filing system
- Retrieve documents from filing system
- Handle requests for information and data
- Resolve administrative problems and inquiries
- Prepare written responses to routine inquiries
- Maintain office supply inventories
- Conduct bookkeeping, purchasing, accounting, and inventory control
- Coordinate and maintain records for staff
- Answer, screen and transfer inbound phone calls
- Receive and direct visitors and clients
- Schedule and coordinate meetings and appointments for managers
- Other duties as necessary or assigned

Qualifications:

Education/Experience:

- Graduation from high school or GED equivalent, at least two (2) years clerical and administrative experience (local government preferred)
- Bookkeeping

Knowledge, Skills and Abilities:

- Computer skills and knowledge of InCode software
- Knowledge of operation and standard office equipment
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of principles and practices of basic office management
- Knowledge of bookkeeping and generally accepted principles of governmental accounting
- Excellent communication skills – written and verbal
- Planning, organizing, and prioritizing
- Attention to detail and accuracy
- Flexibility and adaptability
- Customer service orientation
- Team player

Revised September 2014