

CITY OF HELENA



Position Title: Admin. Clerk

Department: HPC

Position #: 5507

Grade: PC4

EEO Category: (06) Admin. Support

FLSA: Non-exempt

EEO Function: (15) Other

Work Comp Code: 8810

DEFINITION

Under general supervision, to perform a variety of general clerical work in support of the organizational unit to which assigned; to provide word processing and data entry support; and to provide general information and assistance to staff and the public.

SUPERVISION RECEIVED

Supervised by the Administrative Assistant III

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform a wide variety of general clerical work including maintaining records, logs, and files, verifying accuracy of information, and recording information; sort and distribute mail.

Perform a variety of routine bookkeeping duties including simple posting of prepared data and verification of data entered.

Compile information and data for reports; check and tabulate data.

Provide information and forms to staff and the public; collect and process appropriate information; apply departmental and program policies and procedures in determining completeness of applications, records, and files; collection and account for monies.

Type, proofread, and word process a variety of documents including general correspondence, agendas, reports, newsletters, and memoranda.

Serve as receptionist; receive calls, visitors and mail; respond to requests for information from the staff and the public; explain basic programs, policies, and procedures to staff and the public.

Assist in office maintenance; order supplies.

Ability to maintain basic accounting and financial records for daily deposits, cash and credit cards transactions.

Attend commission and board meetings as assigned; prepare agendas and informational packets; may make necessary meeting arrangements; take, transcribe, index, and distribute minutes.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS**Knowledge of:**

Modern office practices, methods, telephone and computer equipment.

English usage, spelling, vocabulary, grammar and punctuation.

Principles and procedures of record keeping.

Skill to:

Operate modern office equipment including telephone, computer equipment and credit card machines.

Type and enter data at a speed necessary for successful job performance.

Take and transcribe dictation at a speed necessary for successful job performance.

Ability to:

Learn the procedures and functions of assigned position.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Perform general clerical work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the assigned department and City as necessary to assume assigned responsibilities.

Respond to inquiries and requests for information regarding policies and procedures.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Research, collect, compile, and analyze information and data.

Take and prepare accurate minutes.

Perform accurate mathematical computations.

Ability to:

Effectively maintain accurate accounting, inventory and basic financial records in a timely manner.

Perform basic cash handling transactions in secure and accurate manner.

Plan and organize work to meet schedules and deadlines.

Understand and follow oral and written instructions.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands & Work Environment

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment. Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Requires the ability to move or lift documents and materials weighing up to 30 pounds.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of clerical experience involving public contact.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

After reading this job description, would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____

Revised: Sept. 2008

Effective Date: January 1999