

JOB TITLE: Administrative Clerk

JOB NO: CL003116

JOB FAMILY: Clerical

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To provide general clerical support to an assigned department; and to provide professional, effective and efficient public service assistance to the general public.

SUPERVISION

General supervision is provided by various supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Prepare and review a variety of memorandums, correspondence, reports, public notices, permits and documents as assigned; complete various forms; prepare and distribute reports for review and use; prepare and maintain a variety of forms used by an assigned department or division.
3. Provide clerical support to assist designated department staff in the completion of their duties and responsibilities.
4. Answer questions and provide information to the public and user departments; refer citizen and client complaints and questions to appropriate department or division staff member for resolution.
5. Maintain a variety of files and filing systems, division records retention system and materials storage and/or destruction; prepare, maintain and update various records; research and verify information as requested.
6. Prepare materials and correspondence for distribution within the City and to other related external businesses and governmental agencies; photocopy, mail or fax materials as necessary.
7. Screen and direct calls and visitors as appropriate; may assist in scheduling travel arrangements, reservations, daily operations or meetings as assigned.
8. Enter and verify a variety of data into the computer system including but not limited to expenditure requests, vendor file data, journal vouchers and cashed checks; backup computer disks as assigned.
9. May order print and nonprint materials and research vendor prices as appropriate.
10. May maintain outstanding purchase orders for office supplies and associated materials; prepare books for circulation as assigned.

11. May oversee billing, ordering, replacements and contracts of all City pagers and mobile phones; maintain repair and maintenance contracts on all City typewriters and fax machines.
12. May obtain bonding and notary certificates from the state of Texas for City employees.
13. May process checks and verify account balances.
14. Sort and distribute incoming and outgoing mail.

OTHER DUTIES AND RESPONSIBILITIES

1. Assist in ordering and maintaining office supplies and associated materials as assigned; research vendor prices as assigned.
2. Participate in maintaining receipts and monies for petty cash as assigned; issue receipts for department services as necessary; prepare and maintain reimbursement and expense vouchers as assigned; collect payments for services as required.
3. Attend various City functions as required; prepare agendas and associated materials.
4. Maintain and review work and leave time records for various personnel; maintain and update personnel files as needed; assist in overseeing the use and maintenance of City equipment.
5. May participate in annual department budget preparation.
6. May participate in a variety of activities involving travel between various City facilities and to other related external business and government agencies which may include collecting and distributing mail, delivering money for deposits and picking up materials and supplies.
7. Prepare purchase requisitions and direct vouchers; maintain outstanding purchase orders for office supplies and associated materials as assigned. May assist in maintaining and updating department books, purchasing materials and manuals; may prepare books and/or purchasing literature for circulation as assigned.
8. Prepare and collect necessary evaluation material from prospective applicants; may monitor applicants as assigned; may assist with applicant interviews as assigned.
9. Perform cashier duties; maintain cash and charge transactions log; issues receipts.
10. May operate radio systems, maintain contact with lineman, dispatch personnel to duty stations as needed.
11. May collect, prepare, and forward information for emergency medical services billing and Medicare/Medicaid filing.
12. Prepare and maintain statistical data as assigned.
13. May maintain and update inventory records.
14. May review purchase order and various accounting documents for correctness.
15. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Three months of general office experience; type 35 wpm.

LICENSES AND CERTIFICATES

None required.

When assigned to Purchasing:

Possession of a valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Proper public contact and telephone etiquette.

Modern office procedures, methods and computer equipment.

English usage, spelling, grammar and punctuation.

Basic business letter writing and report preparation.

Basic principles and procedures of record keeping.

Skill in:

Typing a variety of correspondence and documents.

Operating a variety of office equipment including typewriters, computers, facsimile machines, photocopiers, laser printers, adding machines, check signature machine and dictaphone.

Ability to:

Work all shifts, weekends, holidays as necessary (when assigned to airport).

Tactfully respond to requests and inquiries from the general public.

Learn City and department policies and procedures.

Simultaneously perform a variety of clerical functions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Flexibly adapt to a variety of work situations and interruptions.

Organize work for appropriate and timely completion.

Prepare and review a variety of correspondence and reports.

Type at a speed necessary for successful job performance.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Pass a medical physical examination and drug test.

Meet the City's driving standards (when assigned to Purchasing).

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Communicating with others*
- *Operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Occasionally bending, stooping, twisting, squatting, kneeling and reaching above the shoulder*
- *Sitting for extended periods of time*
- *Lifting and carrying objects weighing up to 34 lbs.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: August 2002