



# City of Lander

## Job Description

<b>Title:</b>	Office Clerk	<b>Compensation:</b> \$11.00-\$17.00 per hour
<b>Department:</b>	Administration	<b>Effective Date:</b> 5/2023
<b>Division:</b>	Administration	<b>Last Revised:</b> 5/2023

### GENERAL PURPOSE

Performs a variety of working level, routine clerical duties as needed to expedite the digitization of the City's files and assist with data entry for the clerk/treasurer, planning, and building department functions, including legal documents, utility billing, meeting minutes, website documentation, and general account transactions. This position is part-time, non-benefitted and works no more than nineteen hours per week on average or 988 hours per year.

### SUPERVISION RECEIVED

Works under the general supervision of the Assistant Mayor, City Clerk and/or City Treasurer.

### SUPERVISION EXERCISED

The position will be supervised by either the Assistant Mayor, City Clerk or the City Treasurer

### ESSENTIAL FUNCTIONS

**Clerk:** Operates office machines to digitize documents, organize electronic and hardcopy filing, prepare bulk mailings, and perform data entry.

Responds to questions and concerns by referring individuals to appropriate personnel for assistance.

Operates computer utilizing various applications, i.e., Office Suite, Airtable, and other software programs as needed to perform secretarial duties; types emails, memos and other correspondence as directed.

**Scanning and Filing:** Scans, uploads and files documents electronically as well as physical hardcopies as requested.

**Any other duties as assigned.**

### CORE COMPETENCIES

- **Adaptability:** Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- **Communication:** Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- **Cooperation:** Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- **Customer Service:** Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- **Dependability:** Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative:** Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.

- Job Knowledge: Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or GED.

2. Knowledge, Skills, and Abilities:

Working knowledge of general office maintenance and practices; water billing and collection procedures and processes; operation of computer terminal in utilizing various software programs related to word processing, spreadsheet, and data base management; local government operations and structure; modern office practices and procedures; operation of standard office equipment; basic mathematics and accounting; interpersonal communication skills and telephone etiquette; public relations.

Ability to communicate effectively, verbally and in writing; communicate effectively with irate customers; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate personal computer (Windows, Office Suite) in utilizing various programs to produce or compose formal documents, reports, and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be able to demonstrate office machines, computer, and keyboard skills with accuracy.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls and noise associated with office work including telephones and printers. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing, as well as repetitive motion such as keyboarding. Exerting up to 10 pounds of force. Common eye, hand, finger dexterity is necessary to job performance. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

### SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights for any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Women, minorities, and individuals with disabilities are encouraged to apply. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, pregnancy, national origin, any disability, sexual orientation, genetic information, or other characteristics protected by law.

Employment with the City of Lander is contingent upon a successful background screen and pre-employment drug test.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

Please contact Human Resources if you any questions concerning the requirements at 332-2870.

GUIDELINES

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position helps develop division guidelines.

**The City of Lander is an at-will employer. This means that either party – the employee or the employer – may end employment at any time. All the terms, conditions, and benefits of employment with the City are subject to change at any time, with or without notice, at the discretion of the City.**

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined, with or without accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date