

|                                                                                                                                            |               |           |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|
|  <b>CITY OF MILES CITY</b><br><b>Position Description</b> | Last Revised: | 8/24/2016 |
|                                                                                                                                            | Effective:    | 8/24/2016 |
|                                                                                                                                            |               |           |
| <b>GENERAL OFFICE CLERK</b>                                                                                                                |               |           |

**DEPARTMENT: Finance**

**ACCOUNTABLE TO:** City Clerk

**SUMMARY OF WORK:** Under general supervision, is responsible for performing general clerical duties.

**JOB CHARACTERISTICS:**

**Nature of Work:** Clerical

**Supervision Exercised:** None

**Essential Functions:**

- Detailed compilation and filing of City Resolutions and Ordinances
- Maintain City Resolutions and Ordinances on website
- Comply with records retention schedules
- Assemble and Distribute City Council Packets
- General Filing
- Assemble outside service contracts after approval by City Council
- Preparing letters, documents, etc. for mailing
- Performs related duties and fulfills responsibilities as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Skill in operating a computer
- Skill in operating a ten key adding machine or calculator
- Knowledge of Microsoft Office Software including, Word, Excel, Outlook
- Ability to communicate effectively, both verbally and in writing
- Skill in basic filing systems
- Ability to perform basic mathematical calculations
- Ability to establish and maintain effective working relationships with the general public and City staff

**EDUCATION AND EXPERIENCE:**

- Graduation from high school or a General Education Development (GED) Certificate

**PHYSICAL REQUIREMENTS**

Physical requirements include occasional lifting/carrying of 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate



**CITY OF MILES CITY**  
**Position Description**

|               |           |
|---------------|-----------|
| Last Revised: | 8/24/2016 |
| Effective:    | 8/24/2016 |

**GENERAL OFFICE CLERK**

a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

Approved by Human Resource Committee: August 24, 2016

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_