



Job Title: Clerk II
Department: Finance
Reports To: Purchasing Manager
FLSA Classification: Non-Exempt

Job Summary:

This is a Full-Time position working under the direction of the Purchasing Manager.

Typical Duties: Duties may include but are not limited to, the following:

1. Perform a wide variety of routine clerical work, including retrieve and file, in alphabetical and numerical order and documenting information on record;
2. Provide assistance to the Purchasing Manager, Utilities Department and other departments as needed.
3. Make copies, send faxes, prepare and mail letters as needed;
4. Keep supplies ordered and stocked for MSC building and departments, arrange for all building repairs and pull together items for sale at auction.
5. Operate computer, photocopier, fax machine and other equipment as necessary;
6. Run errands from time to time;
7. Work alone as necessary.
8. Answer phone, greet customers while providing professional customer service.
9. Distribute mail on a daily basis.
10. May perform other tasks as assigned by the Purchasing Manager.

Minimum Qualifications:

- Must be a United States Citizen;
- Must have a high school diploma or GED;
- Must have a valid Texas driver's license and have and maintain a satisfactory driving record;
- Ability to communicate (read, write, and speak) effectively in the English language;
- Working knowledge of the operation of personal computers, Microsoft Office software, peripheral office equipment such as printers, faxes, copiers, calculators and other office equipment.

Work Environment:

Majority of work is performed in an office setting and may be subject to ordinary risks typically found in an office environment.

Physical Requirements:

This position requires the ability to stand or sit for extended periods of time in the day-to-day functions of the position. The position may also require repetitive hand movement from time to time and fine coordination in typing documents using a computer. Must be able to lift, drag, hold, pull, push and carry objects weighing up to 30 lbs. (such as file storage boxes), assisting others employees in the office, and moving or removing stored records. Position also requires the ability to communicate effectively, courteously, and clearly in English, verbally and in writing with staff, and possibly the public on occasion.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demand required.

By signing this form, you acknowledge that you can perform the essential duties and functions of this position with or without accommodation.

Name

Date

If accommodations are required to perform the essential duties and functions of this position listed above, please list the necessary accommodations below:

The City of Stephenville is an Equal Opportunity Employer