

**City of Tenino Job Description**

**Administration Department**

**Part Time**

**Not to exceed 20 hours per week**

**Admin/Utility Clerk**

**Nature of Work:** Performs variety of office support activities such as secretarial, clerical, and public relations

**Supervision:** This position answers directly to the Clerk/Treasurer.

**Essential Duties and responsibilities:**

- Retrieve, sort, and process daily mail
- Receive payments through mail or in person
- Greet customer on phone or in person and direct to appropriate staff
- Provide a variety of office tasks including preparing correspondence; enter date into various computer programs
- Operate fax machine, copy machine, calculators, and other office equipment
- Take and transcribe Planning commission meeting minutes
- Assist Police Department Administrative Assistant as scheduled
- Other duties as may be assigned by Clerk/Treasurer

**Knowledge, Abilities and Skills:**

Knowledge of:

- Modern office practices, procedures, and equipment
- Oral and written communications skills
- Telephone techniques and etiquette
- Working knowledge of MS Word and MS Excel.

Ability to:

- Perform Clerical duties such as filing, duplications, typing, and maintaining
- Understand and follow oral and written directions
- Operate standard office machines such as computer terminals, typewriters, calculators, and copiers
- Deal Courteously with customers

- Establish and maintain effective working relationships with co workers and members of community
- Maintain confidentiality of sensitive information

Minimum Qualifications: High School graduate or equivalent

Preferred Qualifications: High School Graduate or equivalent

**Licenses and other requirements:**

Valid Washington State Drivers License.

**Physical Abilities:**

The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonably accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, and stoop. Work is generally performed indoors in an office environment. Lifting records and reports may be required, usually not more than 50 pounds.

**Work Environment:** The work environment conditions described here are representative of those and employee encounters while performing the essential functions of this job. Work is typically performed in an office environment.

Must pass a background investigation.