

# CITY OF WATERTOWN POSITION DESCRIPTION

---

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**SUBMIT RESUME AND COMPLETED JOB APPLICATION TO:** Jaynellen Holloway, City of Watertown, 106 Jones Street, Watertown, WI 53094 or Jaynellenh@cityofwatertown.org.

**DATE:** June 2023

**Title:** Clerk/Typist (Part-Time) **Department:** ~~Engineering/BS&Z Depart.~~ Public Works **Division(s):** Engineering/BS&Z  
**FLSA Status:** Nonexempt

**Grade:** B **Step:** 1

## **General Summary:**

This is a part time administrative position which performs typing and routine clerical duties within the Watertown Engineering and Building, Safety & Zoning ~~Departments~~ Division.

## **Reporting Relationships:**

Under the direct supervision of the Zoning Administrator. Responsible for clerical and office duties involving the support of the administrative function of the two departments. Refer more complicated matters to the City Engineer, Assistant City Engineer, or Zoning Administrator. Work of a confidential and sensitive nature.

## **Specific Accountabilities:**

1. Answer telephone, screen and direct calls.
2. Schedule inspections.
3. Assist with walk-ins at the counter.
4. Data entry tasks with various computer programs.
3. Type routine correspondence, forms and reports in accordance with procedures.
4. Assist in checking and verifying department records.
5. Operates office equipment such as a calculator, copy equipment, and printer.
6. Maintain files of correspondence, forms, records, reports, and other materials.
7. Sort mail and deliveries.

## **Required Knowledge, Skills and Abilities:**

Graduation from High School (or HSED equivalent) with major course work in office occupations with one (1) year of office experience and an equivalent combination of education and experience which provides the following knowledge, abilities and skills:

- Working knowledge of business English, spelling and correspondence formats.
- Working knowledge of Microsoft Office programs.
- Working knowledge of current office practices and procedures.
- Ability to operate office equipment and word processor (computer automated software and peripheral equipment.)
- Ability to learn various software applications (i.e., iWorQ, GIS/Esri)
- Ability to understand and follow instructions.
- Good working knowledge of, and the ability to maintain filing systems.
- Ability to establish and maintain effective working relationships with coworkers, and to tactfully deal with the public.
- Ability to effectively work under stressful conditions.
- Fluent in Spanish is not required, but is preferred.