

## **CITY OF DAYTON**

### **POSITION DESCRIPTION**

**JOB TITLE:** Assistant City Clerk/Treasurer

**CLASS:** Non-Exempt

**REPORTS TO:** City Clerk/Treasurer

**STATUS:** Part-Time

**NATURE OF WORK:** Office oriented work involving computer input, voucher generation, receipting, accounting, posting, payroll generation, customer service, filing, utility billing assistance, and cash deposit reconciliation.

#### **ACCOUNTABILITIES:**

1. Inputs accounting and vendor payment information for computer generated reporting system.
2. Provides assistance to the Utility Billing Clerk in receipting utility payments.
3. Aids in the maintenance of the City's filing system.
4. Helps maintain City cemetery records.
5. Assists in maintaining the City's accounting records.
6. Other activities as designated by the City Clerk.

**REQUIRED TRAINING AND EXPERIENCE:** High School graduation or equivalent education, preferably supplemented by coursed in office procedures, and personal computer skills. One year of office or secretarial work is preferred. At least one year of bookkeeping or accounting experience in lieu of the above is highly preferred.

#### **KNOWLEDGE OF:**

1. Basic office procedures including data recording, filing, basic math and some typing.
2. Personal computers, including printer operation and file management.

#### **SKILLS AND ABILITIES:**

1. Possess the necessary adaptability and initiative to successfully cross train in other positions.
2. Operate personal computer and associated printer.
3. Learn additional computer software applications.
4. Communicate effectively both orally and in writing.
5. Research data and information as required.
6. Organize and maintain files and records accurately; retrieve filed information promptly.
7. Maintain strict confidentiality on sensitive personnel issues and municipal operations.
8. Deal effectively with the public, even in difficult situations.
9. Work well with others.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable 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 talk or hear. The employee frequently is required to walk; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.