

**City of Milton, Washington**

**JOB DESCRIPTION**

**Job Title:** ADMINISTRATIVE CLERICAL ASSISTANT  
**Department:** Administration  
**Reports to:** Director of Finance and Administration  
**Compensation:** Range 12 (\$2,636 - \$3,204) DOQ plus benefits

**General Purpose**

This is a full-time regular non-exempt position. This position performs a wide variety of secretarial duties with limited complexity, receives and accounts for safeguarding of all cash, checks or other valuables as required in areas of assignment.

This position maintains the office filing systems and records as directed; acts as the primary phone and customer contact to include, but not be limited to, all cash receipting, and directing customers to the appropriate city personnel if further assistance is needed. Provides excellent customer service to the public at the counter and over the phone in a courteous, patient and efficient manner. Performs all licensing and Accounts Receivable functions for the city. Issues and tracks business licenses. Issues dog licenses. Issues and receives invoices for all city receivable functions. Responsible for publishing and posting notices as well as opening and distributing incoming mail. Provides clerical, reception, court clerk, and front desk support as needed. Composes, types, and edits a variety of correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness. Performs other duties as assigned.

This position performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing customer support to City Hall, and assisting in the administration of the standard operating policies and procedures of the department.

This position works under the close supervision of the Director of Administration and Finance.

**Supervision Exercised**

None.

**Essential Duties and Responsibilities**

Performs routine clerical and administrative work in answering phones, greeting the public, providing customer assistance, cashiering, and data processing.

Answers in-coming calls and routes callers or provides information as required.

Maintains the rental calendar for certain City facilities (i.e., City parks, buildings, etc.).

Greets the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Maintains the complete Accounts Receivable and licensing operations for the City.

Operates general office machines, as required.

Prepares and monitors work orders;

Receives, stamps and distributes incoming mail, processes outgoing mail;

Composes, types, and edits a variety of correspondence, reports, memoranda, and other materials requiring judgment as to content, accuracy, and completeness.

Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.

Prepares, copies, sends, and maintains official records such as notices, minutes, and resolutions at the front desk of City Hall.

Schedules appointments and performs other administrative and clerical duties.

Serves as cashier, including receipting of payments and various other payments, and posting monies to appropriate accounts.

Provides Voter Registration and Vote-by-Mail cards.

Processes requests from petty cash account.

Issues and maintains records for pet, business and other city licenses.

Issues routine non-technical permits.

Operates a vehicle to run errands.

Performs other duties as assigned.

### **Minimum Qualifications**

#### **Education and Experience:**

- (a) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping; and
- (b) Two (2) years of increasingly responsible related experience; or
- (c) Any equivalent combination of related education and experience.

**Necessary Knowledge, Skills and Abilities:**

(a) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.

(b) Skill in operation of listed tools and equipment.

(c) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

**Special Requirements**

None.

**Tools and Equipment Used**

Telephone switchboard; personal computer including word processing software; copy machine; postage machine; fax machine; base radio; calculator.

**Physical Requirements**

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 frequently required to stand, sit, talk and hear. The employee is required to walk; use both hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typically quiet.

**Selection Guidelines**

Formal application, rating of education and experience, oral interview and reference checks are required. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

POSITION CLOSES: JANUARY 24, 2003 5 PM

**The job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.**