



JOB DESCRIPTION

<u>JOB TITLE:</u>	<u>ADMINISTRATIVE CLERK</u>
DEPARTMENT:	ADMINISTRATION
REPORTS TO:	CITY ADMINISTRATOR
SUPERVISES:	MAY LEAD OTHER WORKERS ON A TASK BASIS

POSITION PURPOSE/SUMMARY

The Administrative Clerk answers phones, greets visitors and citizens, administers city utilities and the building permit process. Provides administrative and office support activities for multiple supervisors. To be successful in this role, Administrative Clerk must be knowledgeable, courteous, and professional. The ability to be a resourceful, organized problem-solver is essential to this position. Our ideal candidate also has previous experience as an Administrative Assistant preferably with a Municipality. The Administrative Clerk should be able to identify and address the needs of management and perform administrative tasks to ensure the office runs smoothly.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Maintains a professional image; performs duties in a courteous, friendly manner; exhibits excellent customer service.
- Receives and screens phone calls.
- Performs various routine clerical duties utilizing standard office equipment including basic research, making photocopies, and faxing documents.
- Transfer and monitor meter readings from automated meter reader to computer; check meter reading edits and reconcile any errors; reconcile various reports and accounts.
- Prepare notification to customers regarding termination of service for non-payment or for returned checks.
- Monitor collection activity on delinquent accounts when water service has been terminated for non-payment.
- Prepares delinquent billing list, shut-off notices, and routes to Public Works Department for action.
- Research and respond to citizen inquiries regarding water/sewer/garbage account activity.
- Enter new connects, disconnects, transfers, etc. into computer terminal; and establish customer accounts.
- Gathers information and completes a monthly report for Public Works and Building Departments.
- Create water notices for the public.

- Processes all building permits and schedules all inspections
- Ensures all permits have had the required inspections.
- Reviews completed forms for signatures and proper entries.
- Follows up with building permit applicant and addresses concerns.
- Maintains files and records so they remain updated and easily accessible.
- Builds and maintains positive working relationships with co-workers and the public, including contractors.
- Makes public presentations regarding planning and land-use issues in the community; conducts other public outreach efforts on related issues.
- Accounts for all public monies received by him/her.
- Assists with assigned tasks when needed.
- Performs other related duties as needed.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Knowledge of office management and computer systems used by the Departments.
- Ability to work independently and make decisions.
- Ability to establish and maintain effective working relationships with citizens, business owners, developers, financiers and other government agencies.
- Skill in public relations; making presentations, writing reports and other communication practices.
- Record keeping, oral and written communication and customer service skills.

MINIMUM QUALIFICATIONS

- High school diploma or General Educational Development (GED) and skills, knowledge and experience necessary to successfully perform this job.
- Notary Public License.

Possession of a valid driver's license issued by the State of Wyoming.

PHYSICAL REQUIREMENTS:

Positions in this job typically require: sitting; standing; typing; stooping; kneeling; reaching; walking; pushing; lifting; talking; hearing; seeing and repetitive motions.

ADDITIONAL INFORMATION:

As a condition of employment all potential candidates will be required to submit to a background check, drug test and possibly a polygraph test.

Job Type: Full-time

Salary: \$20.00 - \$23.00 per hour DOE

Benefits:

- Dental insurance
- Health insurance
- Health savings account
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday

Work Location: In person @ Mills City Hall

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absence or relief, to equalize peak work periods, or to otherwise balance the work load.