



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	PT Receptionists / Clerical Assistant		
Department:	City Clerk		
Supervisor:	City Clerk		
Date:	February 2012	Position No.	CC/3
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for providing administrative support to the City Clerk's Office.

Job Scope:

The purpose of this position is to provide administrative support to the City Clerk's Office by operating a telephone switchboard, serving as a Municipal Building receptionist and performing a variety of clerical and keyboarding tasks. Successful performance helps ensure the efficient operation of the department.

Essential Duties and Responsibilities:

1. Answers all incoming calls on the Municipal Building switchboard and directs calls to proper department.
2. Provides customers with information; assists customers by phone and in person regarding Ordinances and other city issues.
3. Processes ordinances, resolutions, and meeting minutes into permanent record books.
4. Issues and records all garage sale permits
5. Tabulates bids for all departments within the City.
6. Sorts incoming mail to proper departments as well as processes outgoing mail.
7. Develops and maintains a variety of data from office records for incorporation into various documents to preserve historical City information.
8. Operates computer, calculator, copy machine, fax machine and other office machines.
9. Assists in preparing and distributing City Council agenda materials and Council calendars.
10. Performs administrative support duties; drafts letters and correspondence; prepares reports minutes; files and maintains City records and documents; cross reference files and records; and proof reads documents.

11. Performs other clerical duties as assigned.

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

Minimum Qualifications:

1. High School diploma or GED
2. 1 year computer experience preferred
3. Ability to be bonded
4. Proficient with all products in the Microsoft Office suite
5. Missouri drivers license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of modern office management.
2. Skill in telephone switchboard operation.
3. Skill in typing, reading rough drafts, and proofreading.
4. Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
5. Skill in operating a computer, various software programs, and other standard office equipment.
4. Skill in interpersonal relations.
5. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances
2. The Sunshine Law
3. City and department policies and procedures;
4. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied administrative and clerical duties. Changing priorities and time constraints contribute to the complexity of the work.

Principal Working Relationships:

1. Contacts are typically with co-workers, other city employees, local business representatives, elected officials, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None

Physical Demands:

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

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer.