

POSITION TITLE: Clerical Aide
DEPARTMENT: Engineering
APPOINTING AUTHORITY: City Engineer
SUPERVISOR: Engineering Secretary

GENERAL PURPOSE

Provide routine clerical, secretarial and administrative work in answering phones, receiving the public, providing customer assistance, data processing, and record keeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develop and maintain office forms and procedures, and assist with administrative tasks.

Receive the public and answer questions; in person and by telephone; respond to inquires from employees, citizens and others and refer, when necessary, to appropriate persons, official, or department.

Operate listed office machines as required.

Prepare outgoing mail; sort and distribute incoming mail.

Duplicate and distribute materials.

Type and edit correspondence, reports, memoranda, and other material.

Assist the public with the use of department facilities.

Maintain office supply inventory.

PERIPHERAL DUTIES:

Set up meeting rooms.

Perform some duties of department secretary when requested or required by department operations.

DESIRED MINIMUM QUALIFICATIONS:

Necessary Knowledge, Skills and Abilities:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.

Ability to effectively meet and communicate with the public.

SUPERVISION RECEIVED:

Works under close supervision of the Department Secretary, according to an established work routine.

RESPONSIBILITY FOR PUBLIC CONTACT:

Daily contact requiring courtesy, discretion, and sound judgment.

TOOLS AND EQUIPMENT USED:

Telephone, computer terminal; personal computer including word processing software; copy machine; fax machine; calculator and typewriter.

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 frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, 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 functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting. The noise level in the work environment is moderate.

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.

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