

CITY OF LOVELOCK JOB DESCRIPTION

Department: City Clerks Office

Reports to: City Clerk/Deputy City Clerk

FLSA Status: Non-Exempt

Classification:

Date Council Approved:

OFFICE ASSISTANT

DEFINITION

Under general supervision performs routine basic clerical/administrative duties in support of the City Clerk's office.

DISTINGUISHING CHARACTERISTICS

This is an entry-level position and is distinguished from the Clerk and the Deputy Clerk in that Office Assistant is assigned tasks in accordance with instructions, procedures and method within a structured work routine.

EXAMPLES OF WORK PERFORMED

The duties listed below are examples of the work typically performed by an employee in this class. An employee may not be assigned or perform all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in italics) are those which are least likely to be essential functions for any single position in this class.

1. Key enters data into computer systems; records, codes and checks information; keeps records and prepares reports in accordance with predetermined forms and procedures.
2. Responds to questions from the public giving information or assistance; collects customer's receipts and payments, and issues licenses and permits.
3. Type's letters, memoranda, reports, forms and other material from rough draft.
4. Sorts and files operational data and documents; calculates totals and subtotals or compiles summaries; searches files and records for information.
5. Participates in researching, writing and administering grants for city; follows policies and procedures; attends meetings in order to perform the necessary work by meeting various grant schedules.
6. Assist public and other departments or agencies, in person and by phone, by answering inquires related to department records, services and programs; explains rules, policies and procedures; explains proper use and completion of forms and documents.
7. *Attends City Council meeting when required; takes minutes at the City Council*

meetings; transcribes minutes from tape and sends to legal council for editing.

9. Reviews and processes accounts payable and vouchers for payment.
10. Answers telephone and directs phone calls; runs errands including transmittal of bank deposit and mail.
11. Performs other duties as assigned.
12. Follows all safety rules and procedures.

EMPLOYMENT STANDARDS

Knowledge of:

Basic elements of English usage, grammar, spelling and punctuation; operation of basic office equipment; proper business letter and report typing procedures; telephone and receptionist etiquette.

Ability to:

Ability to type sufficiently to perform the tasks of the position; establish and maintain working relationships with staff and public; perform arithmetic calculations; learn and apply office procedures and policies; maintain confidentiality of information; operate a variety of office equipment; read and follow instructions. Travel away from duty station for training and/or meetings.

Education and Experience:

Graduation from high school or possession of G.E.D., general computer/work processing knowledge or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Special Requirements:

A valid Nevada driver's license for equipment to be operated.

Physical Demands and Working Conditions:

Level AI: Basically an indoor desk job. The job may require traveling by car. Physical demands include occasional light lifting, walking, some bending, stooping and squatting. Environment is generally clean with limited exposure to conditions such as dust, fumes, odors or noise.