

POSITION DESCRIPTION

Class Title: Part-time Financial Secretary
Department: Administration/Finance

Date: January 24, 2002
Union: Exempt

GENERAL PURPOSE

Performs a variety of routine clerical, secretarial and administrative work, including keeping official records, providing administrative support to the administrative staff (inclusive of department heads), and assisting in the administration of the standard operating policies and procedures of the department.

SUPERVISION RECEIVED

Supervised by the Director of Finance.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Answers in-coming telephone calls, routes to appropriate person or answers as required.

Serves as cashier including receiving payments.

Receives the public and responds to inquires from employees, citizens and others; referring them to the appropriate person when necessary.

Operates computer, calculator, telephone, typewriter, copy machine, fax machine and other related office machines as required.

Assists in procurement of department materials and supplies.

Receives and distributes incoming mail, and processes outgoing mail.

Issues routine non-technical permits for the City.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a High School or GED equivalent;
 - (B) Specialized course work in general office practices; and
 - (C) Two (2) years of related experience.
- Any equivalent combination of related education and experience.

Necessary Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing;
- (B) Working knowledge of modern office practices and procedures;
- (C) Skill in operation of listed tools and equipment;
- (D) Ability to perform cashier duties accurately;
- (E) Ability to effectively meet and deal with the public;
- (F) Ability to communicate effectively verbally and in writing;
- (G) Ability to handle stressful situations.

TOOLS AND EQUIPMENT USED

Phone; personal computer; Microsoft Office; copy machine; postage machine; fax machine; and calculator.

PHYSICAL DEMANDS

An employee in this position must be able to use office machines with their hands; be able to hear verbal communication on the telephone and at customer service areas; walk downtown areas on City business; lift; use hand and fingers to handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or more 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 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 usually quiet.

SELECTION GUIDLELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omissions of specific statement 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 as the needs of the employer and requirement of the job change.

Employee _____
(Indicates the employee was given a copy of the job description)

Date _____

Supervisor _____

Date _____