

FARMINGTON CITY
Job Description

Title: Secretary II AP / Receptionist
Department:
Grade: 8

Code:
Last Revised: 12/2012
Effective Date: 2/16/2005

GENERAL PURPOSE

Performs a variety of **working level, routine receptionist, administrative and clerical** duties as needed to expedite the administrative, technical or clerical functions of the department.

SUPERVISION RECEIVED

Works under the close to general supervision of the department head, Assistant City Manager/ Finance Director, or other designated supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

General: Acts as receptionist; directs visitors; receives and answers telephone calls; operates telephone, paging and radio communication equipment; greets the public and directs to appropriate personnel; takes and relays messages; provides information to inquiring parties; responds to general questions related to City operations; sorts and distributes mail.

Operates personal computer and various software programs for word processing, records maintenance, cash receipting and data input to generate a variety of documents, reports, and formal correspondence; reviews content for accuracy and completeness; makes grammatical and technical changes as to content as needed; performs routine research and gathers data as needed to compile or complete reports as requested.

May receive payments for city utilities, building permits, excavation permits, recreation fees, park reservation fees, building use fees or other payments or deposits for any city operations. Composes routine letters, documents, letters, reports, memos, minutes or other general correspondence.

Orders various equipment and supplies; maintains files and records; reviews invoices and vendor information, assigns accounting voucher codes, or assists inventory as assigned; may act as shipping and receiving clerk for any department, may negotiate prices for supplies.

Receives, processes, and pre-audits invoices and claims for payment; determines current status of billings and invoices as paid or unpaid by comparing with vendor reports; assures proper coding for payment; enters invoice information; compares invoices with purchase requisitions and reconciles the same. Print computer checks, prepare and have ready for signatures. Prepares typed checks and enters the same into the accounts payable system; files accounts payable check copies with invoice documents, answers vendor calls and resolves problems with vendors.

Assists to maintain office calendar and schedules appointments; follows up on appointment schedules as needed to verify appointment and meeting commitments; schedules and coordinates use of

city facilities and buildings as assigned.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school with course background in general office practices and procedure

AND

B. Three (3) years of progressively responsible work experience related to the above duties and responsibilities,

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications; telephone etiquette, various office machines, i.e., ten key, copy machine, fax machine, etc. **Working knowledge** associated with the maintenance of public records and documents; bookkeeping and basic accounting; operation of radio communication equipment.

Skill in 10-key; considerable computer and typing skills.

Ability to exercise initiative, substantial independent judgment and substantial ability to act resourcefully under varying conditions; edit, correct and grammatically improve written documents; communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with supervisors, fellow employees, elected officials and personnel from other agencies and the public; maintain emotional control in confrontational and stressful situations involving the complaining public; ability to make people feel comfortable and welcome to the City; perform general bookkeeping and accounts payables; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to type 40 words per minute.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability,

discriminating thinking and some guided problem solving.

HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, or age. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing of a blood and urine test to screen for the presence of drugs and alcohol.