

# ***FARMINGTON CITY***

## Job Description

<b>Title:</b>	Office Assistant	<b>Code:</b>	169
<b>Department:</b>	Leisure Services	<b>Pay Rate:</b>	<b>\$7.00/hr</b>
<b>Grade:</b>	5	<b>Effective Date:</b>	Apr. 06

### GENERAL PURPOSE

Performs a variety of entry level, routine administrative and clerical duties as needed to expedite the administrative, technical or clerical functions of any department in the City.

### SUPERVISION RECEIVED

Works under the immediate to close supervision of the department head or a designated supervisor or lead worker. May receive functional supervision from City Treasurer in matters related to accounting and cash management procedures.

### SUPERVISION EXERCISED

May provide close supervision for seasonal employees during training periods or as needed basis.

### 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; may receive cash payments may do some billings as assigned.

Provides clerical support to assigned city department. Operates personal computer and various software programs for word processing, records maintenance and data input to generate a variety of documents, reports and formal correspondence; reviews content for accuracy and completeness; performs routine research and gathers data as needed to compile or complete reports as requested. May receive payments for recreation fees, facility use fees; or other payments or deposits authorized in any city operation.

Transcribes material into documents, letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices.

Orders various office supplies, maintains files and records; reviews invoices and vendor information; assigns account payable codes; assists in inventory control as assigned; acts as shipping and receiving clerk when assigned; negotiates prices for supplies as assigned.

Assists to maintain office calendar and schedules appointment; follows up on appointment schedules as needed to verify appointment and meeting commitments; coordinates use of city building and facilities as assigned, open and show various facilities 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 procedures; plus one (1) year of specialized training provided through technical college, business school or university studies;

AND

- B. Two (2) years responsible experience related to above duties;

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

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

Skill in computer keyboard operations; ten key, typewriter.

**Ability to** exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with supervisors, fellow employees, elected officials, and the public; maintain emotional control in confrontational and stressful situations involving the complaining public; perform general bookkeeping; establish and maintain comprehensive records and files.

Special Qualifications:

Must be able to type 40 wpm.

3. 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 and reaching. Frequent communication with the public requiring the ability to talking, hear and seeing with certain aspects of the job eligible for accommodation. Common eye, hand, finger, leg and foot dexterity required to perform as swimming instructor. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative 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.