

Farmington City Job Description

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 designates supervisor or leadworker. May receive functional supervision from Finance Director in matters related to accounting, cash management, and internal control procedures.

Supervision Exercised

None.

Essential Functions

General: Acts as a 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.

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 city utilities, building permits, excavation permits, recreation fees, city building and facility use fees ; or other payments or deposits authorized in any city operation..

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

Orders various office supplies; maintains files and records; reviews invoices and coendor 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 appointments; follows up on appointment schedules as needed to verify appointment and meeting commitments; coordinates use of city building and 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 years responsible experience related to above duties;

OR

C. An equivalent combination of education and experience

2. 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 filing; personal