

**TITLE:** PRINCIPAL CLERK TYPIST  
**LEVEL:** GRADE 9 \$14.59 - \$21.53  
**DEPARTMENT:** CLERK OF COMMITTEES

**FUNCTION:** Performs complex administrative and secretarial functions within the Clerk of Committees' Office.

**SUPERVISION RECEIVED:** Works under the supervision of the City Clerk and Assistant Clerk of Committees.

**SUPERVISION EXERCISED:** May supervise lesser grade employees who perform routine tasks.

**RESPONSIBILITIES:** Coordinates the office operations of the department. Develops and maintains office forms and procedures, assists with administrative tasks involving personnel, budgeting and facilities and performs complex financial processing activities in a specialized area. On occasion, attends City Council Committee meetings, prepares agendas and supporting materials and takes and transcribes minutes for said meetings, and distributes minutes and reports.

Receives the public and answers questions; responds to inquiries from employees, citizens and others, and refers, when necessary, to appropriate persons; provides customer assistance, performs data processing and bookkeeping. Composes and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness. Prepares and maintains employee time and other personnel records for the department.

**QUALIFICATIONS:** Knowledge equivalent to an Associate Degree; excellent computer skills; knowledge of general office practices such as accounting and bookkeeping; two (2) years of increasingly responsible related experience; extensive knowledge of modern office practices and procedures; some knowledge of accounting principles and practices; skill in operation of listed tools and equipment. Must be trustworthy, motivated, highly organized, professional and dependable with a strong work ethic. Must have the ability to effectively interact and communicate with the public – both verbally and in writing. Must also possess the ability to perform at a high level during prolonged stressful situations with courtesy and professionalism.

**SPECIAL REQUIREMENTS:** Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

**TOOLS AND EQUIPMENT:** Operates computer, printer, telephone, copier, fax machine and all other standard office equipment.

**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.

Work is performed in an office environment. Majority of work is performed in a busy work

environment with constant interruptions. Frequently subjected to the stress of other individuals, and the volume and/or rapidity with which tasks must be accomplished. Makes very frequent contact with municipal leaders and departments, City residents and the general public. Contacts are primarily in person and by telephone, and involve discussing both routine and confidential information. All contact with the public requires considerable patience and courtesy.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements 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 and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.