

TITLE: SENIOR CLERK TYPIST
LEVEL: GRADE 7 \$13.61-\$19.67
DEPARTMENT: TREASURER

FUNCTION: Performs, according to standard office procedures, a variety of clerical duties requiring a moderately complex degree of decision making and knowledge of the functions of the department.

SUPERVISION RECEIVED: Works under the general supervision of the Administrative Specialist.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: Performs clerical duties, requiring a general knowledge of the working operation, which would aid in the efficiency of the department.

Assists the general public and office personnel whenever necessary thus affecting a smooth overall running structure of outside organizations and City departments.

Solves complex tax and receivable problems. Assists in other clerical functions as needed, including data entry, MLC's, bankruptcies, etc.

This job also includes counter and phone responsibilities and any other duties that may be assigned or required.

EDUCATION AND EXPERIENCE: Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any combination of education and experience.

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

TOOLS AND EQUIPMENT USED: Personal computer, including word processing software, 10-key calculator; telephone; fax machine; typewriter and copy machine.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger to handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and or move 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 work environment is usually quiet.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and 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.