



JOB TITLE: **ADMINISTRATIVE CLERK**

DEPARTMENT: **PUBLIC WORKS**

JOB CLASS NUMBER: **1141**

DIVISION: **SEWER**

REVISION DATE: **12/18/2024**

Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Under general supervision of the Sewer Manager, responsible for work of average difficulty assisting in routine and specialized office administrative duties, entering data, preparing routine reports and documents: responsible for operation of office computers, copiers, fax, and similar equipment in common office, as required. Assists the Administrative Assistant in general office duties.

EXAMPLES OF DUTIES:

- Meets and greets all visitors
- Answers phones
- Maintains office files on Sewer projects by category
- Logs all incoming and outgoing documents pertinent to Sewer projects
- Assists with correspondence of Sewer Manager's Staff

TRAINING AND EXPERIENCE:

- High school diploma or a valid certificate of equivalence issued by a State Department of Education
- Minimum two (2) years' office experience
- Technical or professional college training in related discipline preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Professional work habits and attire
- Punctual and dependable with good attendance
- Good spelling and grammar skills
- Pleasant personality to communicate with public
- Skilled in use of office systems, word processing, spreadsheets, and other programs common to office use
- Able to type 40 words per minute
- Able to perform multiple tasks, using common office equipment and resources.

LICENSES AND CERTIFICATES:

None required

INTERNAL POSTING PERIOD: 1/22 - 2/4/2025

Position posting goes public after 10th day.