



SCAPPOOSE
Oregon

Job description: Part-time Office Clerk ~ Receptionist

Department: City Hall	FLSA: Non-Exempt
Reports to: Finance Administrator	Representation: Represented
Pay: \$21.14 to \$26.98/hour depending on experience	HOURS: This position will work 8am to 5pm Monday, Wednesday, and Friday.

PURPOSE OF POSITION:

This position is intended to provide general and some specific office administration functions such as reception, customer service, utility billing and back-up to other administrative staff as requested.

GENERAL POSITION SUMMARY:

Act as City Hall receptionist, perform all front counter duties, processes mail, posts utility payments, balances cash drawer, make bank deposits, and process backflow.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Administrator.

SUPERVISION EXERCISED:

Supervision is not a function assigned to this position.

ESSENTIAL JOB FUNCTIONS:

- Answer telephones and directs calls to appropriate staff/department.
- Provides customer service by greeting the public. Receives and posts payments, issues receipts, takes complaints, assists the public with other related matters.
- Processes incoming mail for all City departments.
- Responsible for purchasing supplies for City Hall.
- Posts utility bills prior to daily balancing of cash drawer.
- Process backflow tests.
- Provides administrative support to the Office Admin – Finance; Finance Administration; and other staff as may be needed from time to time.
- Learn all aspects of utility billing ~ meters, billing, past dues, set up new and deactivate services.
- Follow all safety rules and procedures for work areas.
- Perform other related work as required.
- May serve as back up other City Hall employees
- Other duties as assigned

AUXILIARY JOB FUNCTIONS:

Provide back-up support for other department positions. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of office practices and procedures, business, english and composition, spelling and punctuation, and operation of a computer in Microsoft Office, Excel, and Word. Knowledge in Springbrook Software is preferred.

Ability to organize, file and maintain accurate records, process applications accurately, maintain records and accounts correctly, establish and maintain effective working relationships with the public and other employees. **Effective working relationships with the general public is an extremely important part of this position.**

EXPERIENCE AND TRAINING:

High School degree or equivalent. One (1) year of experience in general office practices, which would include typing, filing, and receptionist duties. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS AND STANDARDS:

The City of Scappoose is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

Work standards include:

Regular attendance and punctuality; Speak and act truthfully; Conduct oneself with integrity, morality, character and trustworthiness; Exhibit self-control; Detail-oriented; Thorough when completing work tasks; Accept constructive criticism; Calmly and effectively process high stress situations; Reliable, responsible and dependable; Willingness to take on responsibilities and challenges; Promotes good housekeeping and cleanliness.

REQUIREMENT: Must be at least 18 years of age and have a valid driver's license.