

## **OFFICE CLERK – TEMPORARY POSITION**

### **JOB DEFINITION**

Under the direction of the City Clerk, the employee receives invoices, enter invoice data into computer, schedules payment for invoices and prepares bills for printing. The Office Clerk also balances cash drawer, reconciles accounts and makes deposits. The Office clerk has general clerical duties such as answering phones, greeting the public, and filing. This is a temporary position for approximately six months and can be terminated at any time. The position will work up to 29 hours per week.

### **ESSENTIAL FUNCTIONS**

- Receives invoices through the mail and prepare for payment
- Receives payments from customers and applies to appropriate accounts
- Balances cash drawer daily; deposits funds in appropriate accounts
- Process work orders for the utility workers
- Run errands to bank/post office
- Maintains confidential information concerning customers of the City.
- Maintains a positive and friendly attitude
- Answers phones, greets public, and assist with issues/concerns
- Other assigned duties as needed
- Must be able to lift 50 pounds

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge in general office procedures.
- Skills to operate office equipment and programs to include computers, adding machines, facsimile, copier, email and text.
- Ability to express thoughts clearly and effectively, both verbally and in writing.
- Ability to read well and grasp the meaning of written communications.
- Ability to use basic arithmetic.
- Ability to follow directions.
- Ability to effectively communicate information to the city residents, co-workers and higher supervision
- Ability to be discreet and confidential
- Ability to work well and accurately with minimal supervision.

### **QUALIFICATIONS**

- Must be a graduate from an accredited high school, or hold a certificate of high school equivalency (GED).
- Must possess a valid Alabama driver's license.
- Be physically able to perform the essential functions of the position.