



## **IN-HOUSE JOB OPPORTUNITY**

**Job Title: Senior Clerk Typist**

**Date Posted: July 12, 2010**

**Department: City Clerk**

**SUMMARY OF DUTIES (full description available in the Human Resources Department):**

Under Supervision of department head or his designee, perform moderately complex clerical work requiring considerable experience and familiarity with the departmental operations. Receive the public and respond to inquiries; follow-up, as needed, by mail and phone; issue licenses, permits, certificates, etc. Collect fees, prepare receipts, and record information in accordance with department procedures. Assist in preparation of reports, lists, etc. Perform computations in basic record keeping. Research files for issuance of accurate legal documents; review of evidence and documentation for legitimacy and regards the demands of Local, State, and Federal law, rules and regulations. Perform a variety of clerical duties, including typing of correspondence and reports, filing and maintaining of files, processing of departmental mail, preparation of minutes, etc. Answer phones and provide information and assistance to the general public regarding departmental operations; research questions related to certain aspects of the department's operation, referring complex issues to senior level staff in the department or to other departments. Interact with City departments as necessary to receive and provide routine information relative to the department's operation or to take messages. Perform other related duties as required.

**QUALIFICATIONS:**

High School education including or supplemented by course in office procedures and typing; one year (1) years of experience in clerical or related field; experience in municipal setting and in dealing with the public is strongly preferred; or an equivalent combination of education and experience.

Working Knowledge of office practices and procedures.

Ability to deal tactfully and appropriately with city departments and customers.

Skill in computer applications, ability to organize.

Union: X Non-Union: \_\_\_\_\_

Start Date: Immediately Hours: 35 per week

Grade: C2 Pay Rate: \$29,024.55 Min to \$35,199.62 Max.

Interested applications are to provide a written statement of application, which establishes that they meet the qualifications, to the Personnel Department within five (5) days of posting date (above).

For additional information, contact the Personnel Department at 394-2280.

Signed: \_\_\_\_\_  
Department Head

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Personnel Director

Date: \_\_\_\_\_

