

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Administrative Clerk (PT)	BAND/LEVEL:	NE/00
DEPARTMENT:	Planning & Development Services	JOB NO:	9510
DIVISION:	Community Services	DATE:	08/08/2018
REPORTS TO:	Supervisor, Administrative Support	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Part-time	COST CENTER:	605
REPLACES:	Administrative Clerk (PT)	LAST REVISED DATE:	04/12/2016

JOB SUMMARY STATEMENT:

Performs a variety of clerical duties such as typing correspondence, reports and other documents; establishing and maintaining manual and computerized files, records and logs. Answers questions and provides information. Answers phones, takes messages and other duties as assigned.

DUTIES AND RESPONSIBILITIES:

1. Answers multi-line phone and greets visitors. Responds to questions and requests for information or directs individuals to appropriate office, department, or personnel.
2. Receives complaints by phone or in person. Logs information.
3. Types on a personal computer .Types a variety of documents including correspondence, reports, notices, forms, notes, etc.
4. Maintains and updates information by hand or via data entry in various manuals and computerized files, records and logs. Maintain invoices and filing.
5. Receives, sorts, and distributes incoming and outgoing mail. Prepares mailings.
6. Orders, inventories, and maintains adequate office supplies. Maintains office equipment and arranges for repair when necessary.
7. Works closely with neighborhood leaders and assists with responding to questions and requests for information. Works one evening meeting a month and provides administrative support for those meetings.
8. Performs all other Community Services administrative duties as assigned.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education (three years general high school) with courses in typing, business mathematics, office machines and office practices or equivalent combination of education and work experience.

EXPERIENCE:

- One year of previous clerical experience.

SKILLS:

- Good typing and data entry skills.
- Oral and written communications.
- Reading.
- Listening.
- Basic math and accounting.
- Good customer/public relations.
- Ability to work independently.
- Working knowledge of word processing, email and calendaring computer software applications.

MENTAL REQUIREMENTS:

- Ability to read and comprehend city, state, and federal regulations.
- Ability to exhibit diplomacy and judgment when dealing with the public, city officials, and co-workers.
- Alpha and numeric recognition for file maintenance and updates.
- Ability to learn and understand personal computer software applications.
- Ability to carry out assignments via oral and written instructions.
- Ability to compute basic math computations.
- Ability to work on several projects at once.
- Ability to work under distracting conditions.

PHYSICAL REQUIREMENTS:

- Ability to operate basic office machines such as copy machine, adding machine, personal computer, calculator, fax machine, cash register, etc.
- Ability to make and receive phone calls.
- Visual stamina and acuity adequate to review alphanumeric data and to spend extended periods looking at computer screen.
- Ability to greet and assist general public.
- Ability to operate and hear over a two-way radio.
- Ability to organize files and retrieve data effectively.
- Ability to lift 20 pounds and transport 80 feet.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.