

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

POSITION ANNOUNCEMENT




POSITION TITLE: Office Clerk/Receptionist (approximately 12)

HOURLY RATE: \$14.00

OPENING DATE: March 29, 2021

CLOSING DATE: April 12, 2021

Anyone interested in this position should submit the following as attachments when applying online:

-  **Cover Letter**
-  **Updated Resume**
-  **Three (3) References**

Willard City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. If you have special needs, please call (435) 734-9881. The City will provide reasonable accommodations for any application during the examination and selection process.

DRUG FREE WORKPLACE / EOE / ADA

CLASS SUMMARY

Performs a wide variety of clerical duties in support of the Municipal Office and Justice Court such as processing documents and records, extracting and compiling records or data, responding to inquiries concerning services and procedures. Duties also include maintaining and monitoring established record keeping, filing, and data base systems, keyboarding or typing forms, letters, record entries, and other material.

This position requires a working knowledge of office procedures, rules and authority, and transacts the general business of the court and office.

ESSENTIAL FUNCTIONS -- *Essential duties and responsibilities may include, but are not limited to, the following:*

Performs a variety of clerical and secretarial duties involving composition and typing of forms and documents such as letters, memos, reports, statistical information; proofreads work and edits written materials when requested; may schedule appointments and meetings.

Performs receptionist and/or front counter duties such as receive calls, greet visitors, and provides information and assistance by routing calls to appropriate individuals and departments, takes messages and responds to routine inquiries; processes and distributes incoming and outgoing mail according to established procedures.

Represent office in a professional capacity; assume confidentiality in all matters. Requires frequent effective interaction with the public, both on the telephone and in person.

Maintains bookkeeping, financial and statistical records where no technical accounting knowledge is needed and follows established procedures; codes, cross checks and tabulates standard information or fiscal data; reviews incoming forms and documents for required information, completeness and accuracy.

Performs accounts receivable and payable support functions; assigns appropriate program number and code; calculates and collects fees; issues receipts.

Sorts, files, and tabulates various documents and records; establishes and prepares new files or categories within established filing systems; enters and retrieves data using electronic files; removes and logs materials; maintains status and file reports.

Operates a variety of office equipment such as computer, word processor, copy machine, fax machine, optical scanner or reader, and multiple-line telephones.

Operates numerous software programs with proficiency such as word processing, data management and spreadsheet applications.

Performs related duties as required or assigned.

PHYSICAL DEMANDS AND WORKING

Work is performed primarily in an indoor office setting or courtroom environment. Physical effort is needed to move, lift and carry office equipment, supplies and materials. Basic communication skills such as talking, seeing, and hearing are needed for frequent person-to-person contact and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff requires public communication skills. A physical hazard may occur from agitated defendants awaiting trial, or during trials or hearings, as well as from the general public.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines:

- Completion of high school or equivalent

Knowledge of:

- Current office practices and equipment

- Basic mathematical principles
- Applicable software and data processing applications
- Business letter and report writing; filing and indexing procedures
- Correct English usage, spelling, grammar and punctuation

Ability to:

- Take responsibility and use good judgment in recognizing scope of authority
- Ability to operate standard office equipment (photocopies, telephone, typewriter, facsimile machine, 10-key adding machine, and computers)
- Interpret and follow oral and written instructions with attentiveness to detail.
- Utilize applicable software and data processing applications
- Courteously respond to requests and inquiries from the general public and staff.
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work.
- Pass a background check.

LICENSE OR CERTIFICATE REQUIREMENTS

- A valid Utah State driver's license and a good driving record

Class specifications are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job. Specifications are not intended to reflect all duties performed by employees in each position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the City Council as the needs of the employer and requirements of the job change.

FLSA status: Non-exempt