Clerical Assistant
Temporary Part-Time

Job Description

Job Title: Clerical Assistant – Temporary Part-Time
Department: Administration
Reports To: City Clerk
FLSA: Exempt
Established: September 9, 2022 – Temporary Part-Time, 1-year position with possible 1-year extension
Hourly Rate: $19.63 to $23.86 DOE
Benefits: Sick Leave
Work Schedule: 20 hours per week

Position Overview:

Under the supervision of the City Clerk, the Temporary Part-Time Clerical Assistant is tasked with completing a special project following the November 2021 Flood Disaster to sort, organize, identify, preserve, and destroy eligible public records per applicable local and state regulations for public records retention, archiving and destruction.

Essential Duties and Responsibilities:

(Note – this list is not all-inclusive but a general list of duties and responsibilities for this position. The employee is also expected to meet other standards of performance. Employee may also perform other duties as assigned, including work in other functional areas to cover absences or to meet current workload needs.)

- Identify, sort, inventory and organize City records according to applicable records retention schedules.
- Implement filing system in new records storage locations in City Hall.
- Gather records from remote storage location for inventory and sorting.
- Prepare records for long term storage according to records retention schedules.
- Create, maintain, and archive as necessary, all electronic and paper office files/records.
- Complete record destruction logs and destroy records according to the applicable Disposition Authority Number (DAN).
- Provide clerical support to other departments as assigned.
- Perform other duties as assigned.

Desirable Knowledge, Skills and Abilities:

Ability to:

- Complete required public records trainings.
- Maintain confidential status.
- Handle stressful situations when dealing with the public, and meeting staff deadlines and needs.
- Establish and maintain effective and professional communications and working relationships with co-workers, the public and other agencies and departments.
- Organize and plan multiple tasks and responsibilities concurrently.
- Communicate effectively both orally and in writing.

- Be a self-motivated, organized and an independent thinker.
- Follow and carry out directions accurately and completely.
- Physically perform the essential functions of this position including lifting and maneuvering heavy boxes.

Skills in:

- Use of computers and software programs including Microsoft Word, Excel, Outlook.
- Problem solving techniques.
- Listening and recording accurate notes and messages.
- Prioritizing workload.
- Filing and organization.

Knowledge of:

- General office procedures and practices.
- General city government operations.
- Various office machines, i.e., 10-key adding machine, fax machine, copier, and scanner.
- Standard formats for business correspondence, spelling, punctuation, and rules of grammar.

Qualification Requirements:

To perform this job successfully, the person in this position must be able to legally work in the United States and be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Licenses and/or Certifications:

Applicant must possess or be able to obtain Public Records Act and Open Public Meetings training within 90 days of hire.

Behavioral standards:

- Respectful, courteous, and friendly to customers, other City employees, and City Leadership.
- Demonstrates and maintains honest and ethical behavior.
- Develops and maintains a positive working relationship with peers and management.
- A team player that helps the organization meet its objectives; takes initiative to meet department and city goals and needs.
    - Effectively communicates with customers and other City employees.
    - Positively represents the City, maintaining the trust City residents have placed in each of us.

Working conditions:

- Work is performed independently, primarily in an office environment.
- The environment may be stressful in striving to meet deadlines and staffing needs.
- Staff operates in a smoke and drug-free work environment for their health, safety and productivity.
- May require travel with reasonable accommodation to off-site facilities.

Physical Requirements:

- Work involves repetitive tasks, which require routine ergonomic practices.
- Lifting up to 40 pounds waist high.
- Bending, stooping and twisting during the normal course of the day.
- Sight and hearing of acceptable standards.

Recruiting Requirements:

- A high school diploma, or equivalent.
- Computer literacy with experience in word processing, spreadsheets and database programs is required.
- Demonstrate above average ability in use of computers, multi-line phone system and other office equipment.
- Must possess excellent organizational skills, and present a professional image.
- Computer experience required; Windows based preferred.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the City.