

VILLAGE OF HIGHLAND HILLS

JOB POSTING

POSITION TITLE: Administrative Clerk

CLASSIFICATION NO.:

DEPARTMENT: Administration

PAY RANGE: \$11.70

FT/PT Status: FT

REPORTS TO: Mayor

JOB SUMMARY:

Answers main incoming calls, performs general and routine clerical/office duties in support of Village departments. Performs other duties as required by direction of the Mayor.

ESSENTIAL JOB FUNCTIONS:

The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- Answer telephone calls and greets and directs visitors. Sends and receives facsimiles or scans and emails documents and records.
- Responds to routine telephone inquiries; Relays calls to appropriate Village employees.
- Records messages in the absence of staff members when needed, directs to voicemail.
- Prepares routine documents using computer equipment. Letters, memoranda and/or lists from draft copy or dictation; prepares typed copy of routine, non-technical forms.
- Maintains filing system, places documents in appropriate file according to established records. Creates new files when necessary.
- Maintains supply storage for office (e.g.- stores and distributes supplies; inventories office supplies, equipment and furniture; uses calculator or adding machine to calculate totals.
- Prepares copies of documents using standard copier equipment (e.g. ó duplicates and collages documents; staples documents together; distributes documents).
- Performs routine clerical functions to assist other clerical staff, supervisors and/or directors.
- Maintains staff mailboxes.
- Receives, sorts and distributes mail. Coordinates mail and package pick-up times according to postal and delivery service schedules.
- Receives UPS, Fed Ex, overnight deliveries.
- Maintains confidential filing system of supervisor's records (e.g.- creates filing system, files documents in correct order).

Desirable Training and Experience Required:

High school diploma or equivalent. Possess excellent communication skills. Knowledge of use of computers, use of internet and other basic office equipment (copiers, fax, typewriter etc). Minimum of one year of office/clerical and phone system experience or related experience in which necessary skills were acquired. No special licenses or certification required.

Knowledge, Skills, and Abilities:

Knowledge of business English; Ability to operate a variety of automated office machines including computer terminal, printer, calculator, copier, telephone and fax machine. Knowledge of basic office methods and procedures; familiar with phone systems and professional phone etiquette.

Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with the public, co-workers, peers and supervisors. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow verbal and written instructions.

Ability to comprehend a variety of informational documents including routine correspondence, reports and records. Ability to prepare correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to record and deliver information, to explain procedures, to follow instructions. Ability to communicate with supervisor, administrators and other Village employees.

Minimum Physical and Mental Qualifications:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to operate equipment, use finger(s), handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually low to moderate

Extended Posting dates: February 25, 2016 through March 4, 2016

The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.