

# ***THE CITY OF SHARONVILLE***

## **Position Description**

**Title:** ASSISTANT ADMINISTRATIVE CLERK (Part-Time)

**Immediate Supervisor:** ADMINISTRATIVE CLERK

FLSA Status:  Exempt  Non-Exempt Civil Service Status Classified

### **General Purpose of Position:**

Responsible for assisting with the daily clerical and secretarial activities for the department. Assists in maintaining and updating related records and documentation including payroll, sick and vacation, workers compensation, purchase orders, bill payments and daily money deposits etc. Also includes assisting with the department rental and reservation operation including issuing contracts, invoices and rental bill payments; overseeing rental operations including ordering rental concession and supplies, giving tours, disseminating information, organizing rental set-ups, and troubleshooting rental problems. In addition, acts as backup manpower for front desk when needed.

### **Essential Functions:**

- 1) Assists when necessary to type and maintain department records concerning all clerical and secretarial duties for the department. Enters and updates data in the computer. Copies documents and distributes as necessary. Receives and processes department documents such as permits, contracts, etc. Operates and assists in the maintenance of office equipment such as copiers, fax machine etc.
  
- 2) Responsible for assisting with department rental and reservation operation including rental facilities and outdoor picnic shelters. This includes taking reservations, issuing contracts and reservation packets to the public, rental payments, rental supply ordering, inventory control, and rental invoices and bill payments.
  - A) Assists Administrative Clerk in annual planning and recommendations for budget
  - B) appropriations as it pertains to clerical/office and rental operations also for
  - C) preparation of general information for public distribution.
  
- D) 4) Needs assessment and meets with Administrative Clerk and evaluate all phases of
  - E) Clerical office and rental operations when necessary.
  
- F) 5) Assists in monitoring the facilities and recreation property for safe use by the
  - G) residents and guests; cleanliness of rental facilities and work in conjunction with
  - H) the maintenance division to report equipment and property in disrepair.

### **Other Duties:**

Perform other duties as required, requested or necessary.

**Minimum Requirements for Entry to Position:**

Minimum requirements include professional clerical stature, including education beyond secondary level and/or work experience or certifications, which indicate a thorough knowledge of the clerical/office and rental operation of a municipal city department. Strong clerical abilities including data entry and computer word processing, payroll skills, written communication and documentation skills; The ability to adhere to administrative responsibilities such as: proper payroll procedures, purchasing etc. within city procedures; Strong organizational skills to maintain easy accessibility to employee records and department purchasing records etc. Must demonstrate the ability to work well with others. The ability to work with a variety of age groups, ability to maintain confidentiality in circumstances, and basic mathematical/accounting and money handling skills.

**Special Qualifications:**

Strong public relation skills; ability to work effectively, efficiently, and extensively with a wide range and variety of people; ability to troubleshoot problems w/ public, staff/co-workers in a diplomatic and effective manner.

Be free of felony convictions.

Must remain free of drug and alcohol abuse.

Must support the city and department's policies and procedures.

Must maintain supervisor's trust and confidence to make proper decisions.

Must have a valid driver's license and be available in the absence of, or at the request of, the Administrative Clerk to conduct department and city business at the Municipal Building.

**Physical Requirements Not Obvious from Essential Functions:**

Must demonstrate a pattern of reliable and predictable attendance.

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Employee's Signature

Date

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Supervisor's Signature

Date

