

POSITION DESCRIPTION

Class Title: General Office / Support

Department: Administration

Grade: Admin - I

Date: February 11, 2003

GENERAL PURPOSE

Performs routine clerical, secretarial and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.

SUPERVISION RECEIVED

Works under the close supervision of the Office Manager, according to an established work routine.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs routine office work as required. Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, budgeting, and facilities.

Prepares agendas and supporting materials; may take and transcribe minutes; prepares and distributes minutes and reports.

Schedules appointments; registers personnel for conferences and seminars; makes travel arrangements and itineraries;

Receives the public and answers questions; responds to inquiries from employees, customers and others and refers, when necessary, to appropriate persons.

Serves as cashier including receipting of various payments and posting monies to appropriate accounts.

Operates the Drive-thru payment window when required.

Operates listed office machines as required.

Assists in setting up, closing and amending accounts.

Prepares and monitors work orders.

Picks up daily mail, delivers bank deposits.

Receives, stamps and distributes incoming mail, processes outgoing mail;

PERIPHERAL DUTIES

Provides backup to related positions.

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Prepares and maintains employee time and other personnel records for the department.

Prepares and maintains library inventory for department.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and
- (B) two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Phone switchboard; computer terminal; personal computer; copy machine; postage machine; fax machine; base radio; 10-key calculator.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential 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 walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: 
Appointing Authority

Revision History:
Revised August 06, 2019