

Office Assistant
City of La Crescent

TITLE OF CLASS: Office Assistant

DESCRIPTION OF WORK

General Statement of Duties: Acts as the receptionist to greet and direct visitors to the organization. Operates City Hall telephone system, answering routine questions and directing calls to appropriate personnel. Take cash receipts, counting cash drawer daily, filing, computer duties, and copier equipment, and other office equipment as needed. Assists in the License Bureau when required. Takes minutes at Council meetings in absence of City Clerk. Assists with elections.

Supervision Received: Works under the general and technical supervision of the Finance Director.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within the class.

Acts as receptionist to greet and direct visitors at City Hall.

Operates organization's telephone system, answering routine questions and directing calls to appropriate personnel.

Scheduling Abnet Field, Vets Park shelters, Community Building and Ice Arena and invoicing of same as necessary.

Takes in cash receipts for all functions of the City (example - City Hall, Building and Zoning, Recreation, etc.). Balances cash drawer daily and enters cash receipting for all departments.

Invoicing of City garbage bags and other invoices as required.

Filing and computer work - Microsoft Word and Excel. Drafts routine correspondence and types a variety of documents for various departments including building and zoning.

Creates reports and forms for office use; maintaining the citywide forms control program.

Takes minutes at Council meetings during City Clerk's absence.

Operates office copier and fax machine.

Purchases office supplies and record keeping of purchases.

Notarizes documents.

Assists in the License Bureau when required.

Handles all incoming and outgoing mail.

Distributes plans and specifications for City improvement projects, maintaining lists and collecting fees as necessary.

Assists Deputy Clerk as needed during elections.

Does yearly licensing of animals.

Orders cleaning supplies and paper products for Community Building.

Prepares water meter maintenance letter and correspondence from list provided by bookkeeper each month. Schedules appointments for meter repairs and replacement.

Prepares water shutoff notices from utility billing cards provided by bookkeeper each month.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to communicate effectively and professionally with members of the public.

Ability to handle various duties in a small office situation.

Good written and oral communication skills.

Must be computer literate, especially with Microsoft Word.

Must be able to operate various office equipment, including fax machine and multi-button telephone system.

Must be well organized.

MINIMUM QUALIFICATIONS

Two years' experience in office setting.

Considerable knowledge of computer software, especially Microsoft Word and Excel.

Ability to understand duties and schedule workload with minimum supervision.