



Clerical Assistant

Department: Various

SUMMARY: Performs routine clerical work of limited complexity, including but not limited to typing, filling, photocopying, faxing and serving as general receptionist.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

May function as a receptionist; answers telephones and routes calls; type, assemble and proofreads a variety of reports, letters, memos and other materials.

Pick up mail; deliver mail to correct department.

Sort and deliver payroll checks.

Process various documents and paperwork; make copies as appropriate; deliver files and paperwork to correct destination.

Sort and file materials alphabetically and numerically and by other predetermined means.

Prepare and assemble items for meetings and presentations.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge Of:

City and Department procedures, policies and guidelines.

General office functions and operations.

Alphabetical and numerical filing systems.

Skill in:

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely, following instructions.

Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard equipment; functioning basic office equipment.

MINIMUM QUALIFICATIONS:

Must possess high school diploma or GED, and six (6) months paid full time or its part time equivalent clerical experience which includes public contact work.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

Typing certificate required at time of application with the minimum typing speed of 30 net words per minute.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted: Nov, 2007
Formerly: Clerk Typist
Revised: Nov. 2014, Dec. 2016