

ADMINISTRATIVE CLERK I
(PART-TIME)

GENERAL STATEMENT OF DUTIES: The Administrative Clerk I performs secretarial, clerical, filing, billing, records keeping and limited accounting functions. The person in this position covers for the absences of other employees in the Joint Services administration office and will be trained on the functions necessary to continue operations in Joint Services (i.e. payroll and financial applications). Work in this classification allows limited independence of action, requires a high degree of accuracy, and is performed under the general direction of the director. This is a Monday through Friday part-time position with annual regular hours not to exceed 1,560. Basic schedule to include approximately 25 hours per week with Monday through Friday, 10am to 3pm coverage, but will require 40 hours per week to cover for the absences of other employees or to complete special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (not limited to) Operates copy machines, computer terminals, typewriter, and other office equipment; prepares and maintains correspondence and other keyboarded documents, records, ledgers, journals, balance sheets, receipts, accounts, billings, and other bookkeeping and record functions; enters data into electronic systems; uses a variety of computer software programs; compiles, prepares, and submits statistical reports; prepares and submits invoices; prepares, sorts, indexes, and files correspondence, records, and reports; maintains inventories and orders and distributes supplies; sorts, distributes mail; checks documents to ensure accuracy; files small claims court actions, and provides assistance to the finance and personnel assistants.

OTHER REQUIRED DUTIES AND RESPONSIBILITIES: Serves as a receptionist, answers the telephone, makes appointments, keeps calendars; attends meetings and takes and transcribes minutes; may coordinate and pay bills; reconciles bank statement; assists in training; maintains the Trust Account in the absence of the Fleet Maintenance Clerk; and performs any other duties required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES: Shall include, but are not limited to, the ability to read, write, and speak English fluently, hear and understand telephone and verbal communications; vision capable of reading documents and operating equipment; ability to bend and reach and to lift and carry objects weighing approximately 50 lbs over a short distance; ability to mentally retain information on a short and long term basis; ability to schedule, organize, and execute assigned tasks and understand and follow oral and written instructions; ability to compile, analyze, record and assemble data and information in a meaningful and effective manner; knowledge of basic office skills, practices, and procedures including filing and general clerical functions; knowledge of business math and general accounting principles including the ability to prepare, maintain and/or calculate billings, purchase orders, invoices, balance sheets, journal entries, bond receipts, and other bookkeeping functions; ability to prepare letters, memoranda and other written correspondence; knowledge of, or the ability to learn, the operation of the equipment used in performance of the duties; knowledge of or the ability to learn various computer software programs such as WordPerfect, MS Word and MS Excel which are used in the performance of duties; ability to type at an error free rate of 45 words per minute; ability to record and transcribe actions taken at meetings; and the ability to maintain effective professional relationships with members of Joint Services, other agencies, and the public.

Applicants may be required to pass a series of qualifying tests including but not limited to a written examination, typing test, dictation test, oral interview, physical examination, drug screening, and a records and background investigation. All qualifying applicants will receive consideration for employment without regard to age, race, creed, color, sex, national origin, disability, or political affiliation. Residency within a defined perimeter must be established 90 days after successful completion of the probationary period. The residency policy and map may be viewed upon request.

TRAINING AND EXPERIENCE: Must have a high school diploma or G.E.D. and at least one year of general office and basic accounting experience, or any combination of training and experience which provides the required knowledge, skills, and abilities.

SALARY AND FRINGE BENEFITS: Effective January 1, 2009, the pay range for this position starts at \$16.33 per hour to a maximum of \$21.00 after 54 months. Effective July 1, 2009, the pay range for this position starts at \$16.41 per hour to a maximum of \$21.11 after 54 months. A portion of the health and dental insurance premiums, group life insurance, and the employee's share of retirement contributions are paid for by Joint Services. Sick leave, vacation, and Social Security benefits are provided.