

ADMINISTRATIVE CLERK

CHARACTERISTICS OF WORK

THIS IS A RESPONSIBLE CLERICAL AND FISCAL MANAGEMENT WORK INVOLVED IN A VARIETY OF DUTIES AS PRINCIPAL ASSISTANT TO THE CITY CLERK AND TAX COLLECTOR OF CRYSTAL SPRINGS, MISSISSIPPI. THE INCUMBENT MAINTAINS CONSIDERABLE CONTACT WITH THE GENERAL PUBLIC AND PERFORMS A VARIETY OF CLERICAL AND TYPIST DUTIES AS ASSIGNED. SUPERVISION IS NOT EXERCISED, ALTHOUGH THE INCUMBENT MAY ASSUME RESPONSIBILITY FOR THE PROPER FUNCTIONING OF THE DEPARTMENT IN THE ABSENCE OF THE CITY CLERK. THE WORK IS PERFORMED UNDER LIMITED SUPERVISION WITHIN THE FRAMEWORK OF ESTABLISHED PROCEDURE. SUPERVISION IS RECEIVED FROM THE CITY CLERK, AND THE WORK IS SUBJECT TO REVIEW ON THE BASIS OF RESULTS ACCOMPLISHED AND CONFORMANCE TO ESTABLISHED PROCEDURES.

EXAMPLES OF WORK

THE FOLLOWING EXAMPLES ARE INTENDED ONLY AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK PERFORMED IN THIS POSITION. THE ABSENCE OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THOSE TASKS FROM THE POSITION IF THE WORK IS SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT OF THE POSITION.

ASSISTS THE CITY CLERK IN THE PREPARATION, RECORDKEEPING, AND MAINTENANCE OF ALL OFFICIAL MUNICIPAL BUSINESS, TRANSACTIONS, AND PROCEEDINGS, ASSISTS IN THE PREPARATION OF FISCAL ACCOUNTS AND TAX ROLLS.

ASSISTS IN VOTER REGISTRATION, PUBLIC INFORMATION AND ASSISTANCE; COLLECTS AND RECORDS TAXES, ISSUES PERMITS AND LICENSES.

ASSUMES RESPONSIBILITY FOR DEPARTMENTAL OPERATIONS IN THE ABSENCE OF THE CITY CLERK; TYPES A VARIETY OF FORMS, REPORTS, AND CORRESPONDENCE; MAINTAINS FILES.

PERFORMS RELATED WORK AS REQUIRED.

ADMINISTRATIVE CLERK, CONT'D.

MINIMUM REQUIREMENTS

1. GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT, SUPPLEMENTED BY COURSE OR COURSES IN BOOKKEEPING, SECRETARIAL SCIENCE, TYPING, OR RELATED SUBJECT.
2. ABILITY TO TYPE WITH EMPHASIS ON ACCURACY RATHER THAN SPEED.
3. KNOWLEDGE OF MODERN OFFICE METHODS AND PRACTICES.
4. ABILITY TO COMMUNICATE EFFECTIVELY; TO ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH OTHERS.
5. ABILITY TO UTILIZE TACT AND COURTESY WHEN DEALING WITH OTHERS.
6. EXTENSIVE TRAINING IN BOOKKEEPING AND COMPUTER TECHNOLOGY.