

JOB DESCRIPTION

POSITION TITLE: Clerk

DEPARTMENT: Administration

SUPERVISOR: City Clerk

Job Summary

All duties as assigned.

Principal Duties and Responsibilities

Assist City Clerk in handling day to day functions of the City.

Answers questions and complaints from residents, both in person and on the phone.

Cross-train to perform a variety of Office functions as necessary.

Skills, Knowledge and Abilities Required

Knowledge of the principles, practices, methods and techniques of modern public and municipal administration.

Education, Certification and Experience Required

Graduation from a general technical high school, supplemental courses in modern office procedures.

Name

Date