



## **ACCOUNT CLERK I**

### **Job Description**

#### **DEFINITION**

Under the direction of the City Clerk, the Account Clerk I is to perform varied and difficult clerical work that requires the ability of a detail oriented individual. To perform responsible and confidential secretarial duties, and to participate in the maintenance of official City documents and records, and to do other related work as required. The Account Clerk plays a multi-faceted roll that is also one of high visibility in the city, county, and the public. The Account Clerk is a resource for information and assistance, and sometimes handles contentious situations and responds to the needs of the public.

#### **MINIMUM REQUIREMENTS**

Ability to thoroughly verify and audit information, making computations, reviewing for completeness, accuracy and consistency; ability to perform repetitive clerical work of more than average difficulty with attention to detail. Two to four years of increasingly responsible administrative experience involving contact with the public and working with numbers. Must have office experience.

#### **DUTIES**

- Enter utility and loan payments.
- Assist Public Works, Code Enforcement and Animal Control departments with filing, mailings, and research.
- Maintain files and records; receive inquiries and give out information; explain procedures, substitute in other than regular assignments during vacation and illness; operates a variety of standard office equipment.
- Answers telephones, relays messages to other city departments, and daily contact with the public.
- Assist and performs duties as required by the City Clerk pertinent to City ordinances and government codes, and occasionally may take bank deposits to bank, and other duties as assigned.
- Employee must have the ability to frequently sit, talk, hear, stand, walk, stoop, and kneel. Must be able to use hands and fingers and occasionally lift, pull, push and/or move files or boxes not more than 50 pounds.
- Must have correct punctuation, spelling, and correct grammatical usage together with the ability to learn quickly technical terms and specialized terminology; good knowledge of the types and uses of standard office machines and the ability to learn other operations; ability to make mathematical calculations, analyze and interpret reports, records and data, to perform moderately difficult and responsible clerical work; good knowledge of filing, indexing and cross-referencing methods.
- Prepare and maintain accurate and concise records and reports; ability to understand and carry out written and oral instructions; ability to deal tactfully and courteously with the public. Possess the ability to type at a speed of 45 words per minute and create spreadsheets in MS Excel.
- Other duties as assigned.