

VILLAGE OF WOODVILLE

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Title:	Administrative Clerk	Name:	
Employment Status:	Part-time	Dept./Div.:	Public Works
FLSA Status:	Non-exempt	Reports To:	Village Administrator
Pay Status:	Ordinance		

QUALIFICATIONS: Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Completion of secondary education with coursework and/or experience which indicates a thorough knowledge of secretarial science; previous administrative assistant experience preferred; or equivalent. Must have the ability to pass a pre-employment drug test and BCI background check.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Performs clerical related activities; compiles information to prepare necessary reports; updates organizational records; contacts appropriate parties to verify received information; reviews documents for accuracy and completeness; assists public and/or employees with completion of forms; counts, sorts, collates, and arranges documents for typing or copying; verifies receipt of documents; operates copy machine to reproduce documents; operates fax machine and other office machines; packages and schedules pickup of Federal Express and UPS packages and letters; distributes mail; composes routine correspondence for signature; takes and transcribes dictation; takes and transcribes meeting minutes as necessary.
2. Produces various typed documents from rough draft, recording, or written or oral instruction (e.g., confidential information, correspondence, reports, forms, etc.); types envelopes, labels, forms, etc.; proofreads typed documents and makes necessary corrections.
3. Answers telephone and responds to routine inquiries; receives telephone calls and directs to proper authority; provides general information to the public; greets and screens persons entering Village offices.
4. Performs secretarial duties; handles matters of a confidential or sensitive nature; arranges meetings, conferences, and organizational events; makes travel arrangements; arranges appointments and schedules; ensures proper maintenance and repair of equipment; operates and maintains office equipment; orders office supplies; receives, sorts, and distributes mail.
5. Deposits utility and tax payments at local bank institution. Performs batch spreadsheets, verifies batches; Verifies batch receipt and organize into file.

Date Adopted:

Date Revised:

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OTHER DUTIES AND RESPONSIBILITIES:

1. Provides back-up assistance to the Administrative Assistant/Billing Clerk as needed.
2. Performs other related duties as needed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: organizational goals and objectives*; organizational policies and procedures; office practices and procedures; English grammar and spelling; office equipment operation; public relations; records preparation and management; inventory control; resource management.

Skill in: computer operation; data processing techniques and procedures; word processing; typing; spreadsheet application.

Ability to: use proper research methods to gather data; prepare accurate documentation; gather, collate, and classify information; deal with problems involving several variables in familiar context; communicate effectively; handle sensitive inquiries from and contacts with officials and general public; prepare routine correspondence; answer routine telephone inquiries; maintain records according to established procedures; proofread technical materials, recognize errors and make corrections; complete routine forms; perform basic addition and subtraction.

EQUIPMENT OPERATED:

Fax, telephone, copy machine, calculator, computer, printer, postage machine and other standard office equipment.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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