

CITY OF PERRY
JOB DESCRIPTION

RECEPTIONIST
(Flexible Part-Time)

Supervised by: City Clerk and Deputy City Clerk

Supervises: No supervisory responsibility

City of Perry Population: 2100

Salary: \$15.00 per hour

General Summary:

Under the general supervision of City Clerk and Deputy City Clerk, serves as Receptionist in City Hall, providing customer service for various operations.

Essential Job Functions:

1. Greets and assists visitors, receives, screens and directs phone calls. Assists customers with a wide range of needs, including forms, applications, licenses, permits, community room rentals and general information.
2. Receives payments and issues receipts for taxes, utilities, permits, licenses, rentals and other City related items.
3. Posts customer payments by recording cash, checks and credit card transactions.
4. Provides general clerical support including sorting and distributing mail, filing and photocopying.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a high school diploma or equivalent.
- Experience requirements include two years in office administration, or a related field, preferably in a municipal setting.
- Skill in operating office equipment including computers and computer software including word processing and spreadsheet applications, and the ability to type and enter data with speed and accuracy.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with customers, elected officials, vendors, and fellow staff.

- Ability to work effectively with multiple work priorities and frequent interruptions.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit in an office setting with a controlled climate; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.