

**CITY OF PERRY  
JOB DESCRIPTION**

**Office Assistant  
(Part-Time)**

**Supervised by:** City Clerk  
**Supervises:** No supervisory responsibility

**General Summary:**

Under the general supervision of City Clerk, performs bookkeeping, administrative, and clerical work in support of a wide range of municipal operations including the City Clerk's office, cashing, public works, and building/zoning. Serves as Receptionist in City Hall, providing customer service for various operations.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Serves as Receptionist for City Hall. Greets and assists visitors, receives, screens and directs phone calls. Assists customers with a wide range of needs, including forms and applications, licenses, permits, community room rentals, and general information.
2. Receives payments and issues receipts for taxes, utilities, permits, licenses, rentals, and other accounts receivable. Balances the cash drawer, posts cash receipts, and prepares bank deposits for multiple accounts.
3. Provides customer service and administrative support to the building/zoning function. Processes and tracks building and zoning permits and provides reports to the Assessor for changes to property records.
4. Maintains records of public works and other city equipment use. Enters data, calculates related charges to record in various funds, and prepares equipment logs.
5. Maintains water shut-off list for delinquent accounts, establishes payment plans according to policy, and arranges for shut-off proceedings as necessary.
6. Provides general clerical and secretarial support including sorting and distributing mail, filing, typing, entering data, photocopying, and preparing mailings. Maintains the City directory, calendars and other materials.
7. Assists the City Clerk with registering voters and maintaining voter files, and with conducting elections held in the City according to established procedures, including absentee voting.
8. Performs related work as required.

### **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, with additional training or education in office administration, bookkeeping or a related field preferred.
- Valid Michigan Drivers License.
- Experience requirements include two years in office administration, finance, or a related field, preferably in a municipal setting.
- The ability to become trained/certified by the county/state for election administration.
- General knowledge of the laws, ordinances and related legislation pertaining to elections and voter registration.
- Thorough knowledge of modern office procedures and practices, and skill in applying them.
- Considerable knowledge of financial recordkeeping, and accounts receivable.
- Skill in operating office equipment including computers and computer software including financial management, 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 judgement, initiative and resourcefulness when dealing with customers, elected officials, vendors, and fellow staff.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to work effectively with multiple work priorities and frequent interruptions.
- Ability to occasionally attend meetings scheduled at night or at times other than regular business hours, and the ability to work extended hours as needed during election time.

### **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 functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

An employee in this position works the majority of each day in an office setting with a controlled climate where they sit or stand to work on a computer, communicate by telephone, email or in person, assist customers at the front counter and move around the office area. During elections this position is required to work very extended hours, set up precinct and voting equipment and lift heavy boxes of materials.