

City of Medical Lake



Job Description

Job Title: Administrative Clerk **Department:** Administrative Services

Reports To: (See Specialized Roles) **Effective Date:** 1/1/2023

Compensation: \$21.24 to \$28.95 per hour

Major Function and Purpose

This is a full-time, union position, appointed by the Mayor. Assists the Department Heads, City Administrator, and Mayor in a variety of clerical and administrative duties necessary for administration of governmental and proprietary services.

Job Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Administrative Clerks will be assigned a specialized role based on the City's needs and skills possessed by the employee. They will also be provided specialized training to provide back-up for other administrative clerk roles as needed. Employees occupying the position will be required to follow and perform any other job-related instructions and/or duties requested by a supervisor.

Administrative Clerk, Specialized Roles:

1. **Utility Billing** - Coordinates and administers functions related to utility billing for water, sewer and garbage services. Facilitates mailing of monthly utility bills and delinquent account processes. Provides clerical support for Public Works and facilitates work orders for meter read and maintenance activities. Assists with garbage related inquiries and corresponds with garbage service contractors. Receipts in payments and provides customer service to customers through the counter, phones and email.
2. **Finance** - Administers functions related to accounts payable, accounts receivable, and assists Finance Director with other accounting and financial functions. Processes invoices and purchase orders from vendors and generates invoices for receivables. Coordinates purchases with other departments.
3. **Executive** - Assists the Mayor, City Administrator and City Clerk in City Council related functions. Records minutes and prepares agendas for council meetings. Coordinates with legal team for review of agenda items and meeting attendance. Assists City Clerk with fulfillment of public records requests.

4. **Recreation** – Assists the Parks & Recreation Director in functions related to recreation programs and assists the Finance Director in City Hall administrative functions. Facilitates recreational activities and coordinates facility reservations. Supports all other administrative clerks in their duties as needed.
5. **Public Works** – Assists the Public Works Director, Wastewater Treatment Plant Director, Finance Director and City Administrator in administrative functions related to Public Works, City Hall, and the Wastewater Treatment Plant. Provides clerical support to all departments, completing tasks that involve data entry, maintaining records, and assisting in reporting requirements. Facilitates communication and distribution of information between departments.

Knowledge, Skills and Abilities

1. Knowledge of exacting office procedures, filing, typing, business English, business math and public relations skills normally acquired through the completion of high school and has prior administrative support experience.
3. A high degree of organizational ability, flexibility and public service ability is required.
4. Proficiency in the use of general office equipment and intermediate computer experience.
5. Must have highly effective and positive communication skills, including the ability to transmit clear messages to the public and user departments.
6. Ability to use independent judgment and initiative in managing the priorities and responsibilities of the position and tasks assigned by others.
7. General understanding of government and proprietary utility services.

Working Conditions

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

Work desk and area is located in City Hall. The noise level in the work environment is usually quiet to moderate, with occasional interruptions of normal office machine and public counter noise.

Contacts and Relationships

In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction with which he/she may come in contact.

Tools and Equipment Used

Desktop computer, including word processing, spreadsheet and data base; 10-key calculator; recording system; motor vehicle; phone; fax and copy machine. Primary software for utilities, cashiering and financial functions is Tyler Technologies, Incode 10

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job the employee is occasionally required to stand; walk; use hands to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is required to sit; stoop, kneel; talk and hear.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and the ability to focus.

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various

types of work that may be performed. Incumbents will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.

Signature

Date



Employment Benefits

City of Medical Lake

The following employment benefits are offered to all non-temporary employees of the City of Medical Lake:

Medical, Dental and Vision insurance - The City pays for 100% of premiums for the employee and 70% of premiums the employee's dependents and spouse.

PERS retirement plan – The City contributes a matching percentage to the Department of Retirement PERS plan on behalf of the employee, based on the employee's gross earned wages.

Leave Accruals – Each employees accrues vacation and sick leave based on FTE, starting at 8 hours (1 day) per month for a full-time employee.

Holiday and Floating Holiday Leave – Each employee is entitled to nine (9) paid holidays throughout the year and an additional three (3) floating holidays to be used at the employee's discretion.

Annual Pay Increases – The City utilizes a ten (10) step pay range for each position, with each step increasing pay by 3.5%. Each employee moves up a step on the anniversary date of their hire, until reaching the tenth step in their range.

Discretionary Benefit – the City contributes \$100 towards the employee's medical premiums or designated 457 plan on behalf of the employee. Employees may make additional pre-tax contributions to their 457 account.

Protective gear allowance – The City will reimburse the employee for purchased protective gear up to \$300 during a two-year period.

Life insurance policy - \$10,000 life insurance policy offered, paid for by the City.

EAP program – Employee assistance program offered to assist employees in resolving at-home issues, paid for by the City.