CITY OF EAST JORDAN
Job Description

Office Assistant

**Supervised by:** Office Manager

**Supervises:** No supervisory responsibility

**Position Summary:**
Under the direct supervision of the Office Manager and with some assignments from the City Clerk, City Treasurer and City Administrator, performs a variety of routine and complex accounting and clerical tasks in administration of the Clerk/Treasurer's department.

**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. Receives payments at the counter and via the mail. Receipts payments into computer; properly credits accounts for payments received.

2. Assists in preparing daily bank deposits with the Office Manager. Makes deposits at bank as required.

3. Receives and directs phone calls and visitors to City Hall. Provides information to the public regarding City charges, services and policies.

4. Assists with the processing of utility and tax billings.

5. Composes, types and edits a variety of correspondence. Utilizes word processing software to develop City publications.

6. Provides clerical support to other City departments as needed.

7. Occasionally assists with processing accounts payable as assigned.

8. Assumes the duties of the Office Manager in that person's absence.

9. Performs related work as required.

10. Mail Processing and sorting.

11. Assists the Office Manager with preparing the City Newsletter

12. Assists the Office Manager with Maintaining all Cemetery Records and helps to handle all burial procedures in coordination with the City Clerk

13. Runs errands as needed (True Value, Store to return cans-replace pop/water)
Desirable 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.

Knowledge of office practices and business English and grammar.

Skill in the use of modern office equipment including computerized word processing programs.

Skill in maintaining and updating records and documents.

Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with citizens, City officials, and other employees.

Education requirements include a high school diploma with some college-level course work in office management, accounting or related field, or equivalent. Experience requirements include a minimum of one year of accounting or bookkeeping and secretarial experience.

Ability to handle confidential information with discretion

Proficiency with PCs and computer software (Excel, Word, PowerPoint, Etc.)

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, and travel to other locations. The employee must regularly lift and/or move items of light weight. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate.