

# Part-time Assistant Clerk

Report directly to the City Clerk under the supervision of the Chief Administrative Officer. Provide administrative and clerical support, handling tasks like data entry, filing, answering inquiries, and preparing documents.

## General Responsibilities:

- Provide general administrative support to the office, including tasks like filing, copying, scanning, and organizing documents.
- Accurately enter and maintain data in computer systems.
- Answer phone calls, respond to inquiries, and assist the public with information and requests.
- Prepare correspondence, reports, and other documents using templates or under general instruction.
- Maintain accurate records and files.
- Attend regular, special, and caucus Commission meetings in the absence of the City Clerk and record the minutes of the meeting.
- Assists in preparing and maintaining the official minutes of Commission meetings.
- Assists in the preparation and mailing and/or emailing notices for taxes, licenses, and fees.
- Accept payments and issues receipts.
- Assists City Clerk with Open Records Requests.
- Assists with Solicitor permits; accepting application and payment for permits and business licenses.
- Performs other duties as directed and necessary.

## Skills and Qualifications:

- Demonstrated ability to organize and manage information and tasks.
- Excellent written and verbal communication skills.
- Proficiency in using office software, such as Microsoft Office (Word, Excel, Outlook).
- Ability to pay close attention to detail and maintain accuracy.
- Ability to interact professionally and effectively with the public.
- Preferred experience with payroll taxes and business licenses.
- Preferred knowledge of local government policies and procedures.

## PHYSICAL DEMANDS

The physical demands 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 functions.

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

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

## **WORK ENVIRONMENT**

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.

**DISCLAIMER:** The duties listed hereinabove are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the City of Union and employee. The position is subject to change based upon the talents of the employee over time or by the City as it sees fit.