

February 10, 2023

JOB TITLE/ASSIGNMENT

EMPLOYER: City of Omak
JOB TITLE: Administrative Assistant
DEPARTMENT: General Administration
REPORTS TO: City Clerk
SALARY : \$39,940.80-\$54,110.88

OVERVIEW OF THE POSITION

Performs a variety of routine and complex clerical, secretarial, and administrative work in keeping official records, providing accurate and responsible clerical support to the Mayor, City Administrator, City Clerk, other department heads, and other city personnel as may be required or assigned. Performs a variety of semi-skilled and skilled accounting duties regularly in accordance with prescribed accounting system standards; may perform the daily posting of revenues, reconciling and balancing of the general bank account of city receipts and expenditures with bank statements including monthly balancing of revenue, expenditure and general ledger accounts. May maintain the cemetery records for the Omak Memorial Cemetery including purchases of lots, burial arrangements, and internment history. May be responsible for municipal court administration, including maintaining Court records of accounts receivable, dockets and the Judicial Information System (JIS) through the State. May process applications and information for the various boards and commissions of the City of Omak. Employee will assist in the administration of the standard operating policies and procedures of the City. Employee will be required to possess excellent customer service skills, oral and written communication skills, and interpersonal, problem solving and conflict resolution skills.

RESPONSIBILITIES/DUTIES

- Performs the full range of routine and complex secretarial and clerical duties in support of the Mayor, City Administrator, City Clerk, City Council, Public Works Director, Fire Chief, Municipal Court Judge and other city personnel which may include taking and typing notes of meetings obtained by long hand. Composes, types and edits a variety of correspondence, reports, memoranda, and other materials
- Performs a variety of semi-skilled and skilled accounting duties regularly and independently
- Prepares and maintains accounting entries and transactions in accordance with prescribed accounting systems
- Responds to departmental and personnel inquiries relating to area of assignment
- May receive and safeguard cash, checks or other valuables. Individuals in this classification may be specialized in portions of the accounting functions. May be responsible for month end balancing of all BARS accounts including reconciling and balancing of general checking account.
- Work assignments may also include calculating, posting, verifying, preparing and mailing statements for accounts receivable and reconciling designated accounts.
- Create and maintain systems to store and retrieve official city documents and records
- Maintain various office filing systems and records as directed to assure proper follow through.
- Operation and full knowledge of computer programs including posting credits and debits to individual revenue, expenditure and general ledger accounts;
- Maintain front line customer relations at City Hall by assisting customers and directing them to applicable departments. Position is responsible to answer in-coming calls, route as appropriate and provide information as required; receive the public and direct to the applicable departments
- Compiles statistical reports as directed
- May operate cash register for City revenues, daily balance and deposit of moneys into same, balance and deposit of other departmental revenues as needed
- Miscellaneous other duties as assigned.

DESIRED ABILITIES

Knowledge of office practices, procedures, equipment, business English, spelling, and accounting procedures. Ability to type accurately at a minimum of 45 wpm; perform addition, subtraction, multiplication and division; copy records accurately and legibly; file alphabetically and numerically; communicate clearly and effectively; perform bookkeeping and/or accounting functions; operate various office equipment such as typewriter, copy machine, calculator, computer including word processing and spread sheet programs, cash register, and telephones; work effectively with the public; maintain confidentiality of appropriate items.

WORK SCHEDULE

The normal work schedule is 40 hours per week, 8 hours per day, 5 days per week. The exact schedule may be flexible, depending on work requirements. It is the attendance standard of the employer that employees be present and on time each shift they are scheduled to work. Full or partial absence during any scheduled shift, arriving late, or leaving early, for whatever reason may result in disciplinary action, up to and including termination of employment. Time off may be approved if allowed by applicable policies covering accumulated vacation or sick leave for illness, injury, or other personal emergency.

EDUCATION/VOCATIONAL PREPARATION

High school diploma or equivalent and supplemented by course work in accounting and/or bookkeeping, typing, and office procedures and practices; or a combination of experience and education which would provide the required selection criteria of five (5) years of increasingly responsible related experience with thorough knowledge of computers and word processors/spreadsheet programs.

TRAINING PERIOD

In order to experience the full range of responsibilities and duties employees will serve a review and evaluation period of not less than 6 months and no more than 12 months. The direct supervisor will establish the exact duration of probationary period.

PHYSICAL DEMANDS

The physical demands and work environment 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.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up to 20 pounds.

The noise level in the work environment is usually moderately quiet.

EQUIPMENT/JOB LOCATION

Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes. Periodically employee will ascend or descend stairs, steps, or similar uneven surfaces to access any required work area. Position frequently reads or obtains information from a color video display terminal (computer monitor) and frequently enters data on keyboards (typewriter, computer, then key, or customized key pads) Operation of office machines, including but not limited to, high speed copier, calculator, tape recorder, typewriter, computer programs.

OTHER

CONDITION OF EMPLOYMENT: Beyond the established and prescribed review and Evaluation period, all positions with the City of Omak are terminable at the will of the City, within the guidelines of the Omak Municipal Code and as provided by law.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. MANAGEMENT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

Employee Signature:

Date:

Job Description Approved By:

Date