

POSITION DESCRIPTION

Administration, Clerk & Cashier

Department:	Administration/Finance/Clerk
Grade:	3
Union:	Austin Employees Association
FLSA Status:	Non-Exempt
Reports To:	City Administrator, City Clerk
Date:	October 2021

General Purpose

Under general supervision, this position performs customer service and routine clerical and administrative support work. Including answering phones, greeting customers, providing customer assistance, cashiering and data processing. This position may be assigned work duties from and provides administrative support to the City Administrator, Director of Administrative Services, Human Resources Director, Mayor and City Council.

Complexity

The overall complexity of this position is moderately low. While performing the normal duties of this job, there are related steps, processes and methods that require this position to recognize clear differences in a variety of situations.

Responsibility

Supervision

General supervision is provided while performing the normal duties of this job.

This position exhibits no supervisory responsibilities.

Impact

While performing the normal duties of this job, this position's work product or services affect the accuracy, reliability or acceptability of further processes or services.

Job Duties or Essential Functions

The essential functions of the position include, but are not limited to the following:

- Handles payments and/or refunds; balances cash drawer, prepares bank deposits.
- Performs office administrative duties, routine clerical tasks, including answering in-coming telephone calls, copying and filing; prepares and administers correspondence; provides customer assistance.
- Prepares billing for accounts receivable and state surcharge report; and accepts claims for damages and other legal papers served on the City; provides public records and information to citizens.
- Performs property tax, assessment and special assessment activities, prepares and maintains property assessment information files and records.

- Administers the issuance of municipal licenses, including business, animal and regulatory licenses as assigned in accordance with applicable city ordinances.
- Oversees the codification of ordinances into the municipal code.
- Performs database entry; calculating and preparing special reports and maintains records and information in assigned area of support.
- Composes and edits a variety of correspondence, reports, memoranda and other material; and performs routine communications with the public.
- Collects, organizes and maintains information, including forms, surveys and fillings.
- Forwards requests for service, complaints and request for information to appropriate department/officials; responds to inquiries from citizens and employees.
- Prepares and advertises meeting agendas, bids and legal notices of public hearings and special meetings; prepares documents for certification and arranges public notification.
- Assembles agendas for Port Authority meetings and serves as back-up for City Clerk for City Council regular and special meeting agendas.
- Assists in the planning and conducting of elections.
- Maintains office equipment and orders office supplies and materials; processes and distributes mail.
- Coordinates activities with other departments and agencies as needed; schedules appointments; and handles the use of meeting rooms; assists in planning of city functions.
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Minimum Qualifications

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

High school diploma or GED certificate required

Experience

Two (2) years of experience in administrative support, office practices, accounting, computer and record maintenance.

Trainings, Certificates and Licenses

There are no minimum trainings, certificates and licenses required for this position.

Desired Qualifications

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

High school diploma or GED certificate required

Experience

Two (2) years of experience in administrative support, office practices, accounting, computer and record maintenance.

Trainings, Certificates, and Licenses

There are no minimum trainings, certificates and licenses required for this position.

Required Physical Abilities and Work Conditions

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may occasionally bend/stoop, kneel, crouch, squat, stand, walk, push/pull, lift and carry up to 10 lbs.; feel and frequently sit, finger/enter data/keystroke, talk and hear.

While performing the duties of this job, this position will use close and color vision.

While performing the duties of this job, this position will use their right and left hand for simple handling or grasping.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.