

City of Poulsbo Position Description	
<b>Position Title:</b> Office Clerk I	<b>Reports To:</b> City Clerk
<b>Department/Section:</b> City Clerk	<b>Date:</b> January 2018
<b>Salary Schedule:</b> Established by Collective Bargaining Agreement	<b>FLSA:</b> Non- Exempt

**General Scope of Work:**

Individuals assigned to this position classification performs a variety of technical administrative and legislative-related functions, include Mayor/Council support services, records management, and licensing/permits.

**Essential Functions:**

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

- Manage and issue various permits.
- Schedule and facilitate requests for use of City Hall conference rooms.
- Answer incoming calls and answer routine correspondence and requests from citizens as directed.
- Manage the City complaint log.
- Manage special event applications.
- Complete routine filing for the Clerks Department.
- Process credit card bills and invoices.
- Coordinate office supply purchases and perform mail distribution duties.
- Post legal notices.
- Notarize documents for city departments and/or citizens.
- Work on special projects for the Mayor or Council when directed to do so by the City Clerk.
- Serve as backup recorder for regular and special City Council and Council Committee meetings, setting up for the meetings, posting/mailling notices and transcribing the official minutes for Council or Committee approval. This task requires working some evening hours.
- Other duties as assigned.

**Qualifications/Requirements:**

**Knowledge of:**

- File maintenance procedures and filing systems, recordkeeping
- Computers and software such as Word and Excel
- Records management principals
- Familiar with Microsoft Outlook calendaring/scheduling

**Ability to:**

- Understand and follow policies, procedures, codes and other rules and regulations related to work assignments, including City personnel rules and procedures.
- Operate standard office equipment, including computers, copier, and multi-line phone
- Handle multiple tasks at once in a busy office environment with work of a highly confidential nature

- Work independently and make critical decisions with minimal supervision; organize and set priorities; accurately proofread and verify data.
- Communicate effectively orally and in writing.
- Take meeting minutes
- Be bonded and insured.
- Establish and maintain effective working relationships with subordinates, peers and supervisors. Use discretion, tact, courtesy, and patience in public and inter-office contacts.

**Physical Demands and Work Environment:**

- Lift 20 pounds and occasionally up to 50 pounds.
- Work is performed in an office setting predominately at a computer workstation which often involves repetitive motion tasks. A portion of records management is performed in an enclosed, windowless room.
- From time to time, the individual may be required to deliver paperwork or post legal notices in adverse weather conditions.

**Education and Experience:**

- High School Diploma or GED Equivalency
- Three years' experience with increasing level of administrative related responsibilities OR any combination of education and experience which provides the applicant with the desired skills, knowledge and ability required to perform the job.
- Municipal government experience preferred.

**Licenses and Other Requirements:**

- Valid Washington State driver's license or ability to obtain a license within one (1) month of employment.
- Notary Public, or obtain within three (3) months of employment.
- Passport Agent, or obtain within three (3) months of employment.

**Note:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
- While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
- This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.