



OKLAHOMA

WHERE CHARM AND ADVENTURE MEET

Job Description

Job Title: Clerk

Department: Police/Fire/Business Office

Reports to: Police & Fire Chief & City Business Manager

FLSA Status: Non-Exempt, Full-Time

Salary Range: \$25,222.62 to \$34,914.01

Salary Grade: 5

Hours: 40 hours per week

Prepared Date: August 2020

Job Summary

The Clerk is responsible for initiating, conducting and coordinating the clerical and administrative functions required for the effective operation within an office. He/She will assist other personnel in a variety of administrative roles.

Essential Functions

- Responsible for assisting with office reception functions including greeting customers, vendors, and associates
- Conduct billing, receivable, and payable functions as assigned
- Provide general administrative support for managers and staff
- Create, type, and distribute internal and external correspondence
- Coordinate inspection schedules: call customers for time & date
- Maintain various types of records, issue permits, receive payment for fines
- Gather information from customers to set up service calls for the fire alarm installation
- Assist in compiling contracts, grants, proposals, and job packets
- Offer suggestions and solutions on improving the efficiency of general office procedures
- Accomplish responsibilities as required using business software approved by Police, Fire and City Manager
- Other duties as assigned

Educational/Experience Requirements

High school diploma or equivalent is required; minimum 2 years previous experience is preferred

Certificates, Licenses, Registrations

No certification, license or registrations required

Knowledge, Skills and Abilities

- Knowledge of spelling, punctuation, and business English
- Knowledge of business mathematics; of

- Ability to operate modern office equipment (fax, copier, printer, computer, telephone, etc.)
- Knowledge of methods and procedures;
- Skilled at maintaining complex records
- Ability to maintain effective working relationships with others
- Ability to handle confidential work;
- Ability to interpret and handle routine matters in accordance with agency policy;
- Ability to follow oral and written instructions.

Physical/Mental Requirements

- Essential and marginal functions require maintaining physical condition necessary for sitting, and/or standing or walking for prolonged periods of time.

Environmental Conditions and Safety Concerns

Office/field environment; may work in inclement weather conditions.