

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2013-058

POSITION: WATER CLERK / ADMINISTRATIVE ASSISTANT
DEPARTMENT: WATER
STATUS: NON-EXEMPT
REPORTS TO: PUBLIC WORKS DIRECTOR/PUBLIC WORKS PROJECT ADMINISTRATOR
SHIFT: FULL-TIME, REGULAR
SALARY: \$10.728-15.600 PER HOUR

GENERAL DESCRIPTION:

Works at the direction of the Public Works Director and Public Works Project Administrator. Performs a wide variety of duties as back-up to the water clerk/cashier on an as needed basis and is cross-trained in all water billing functions including routine examination of transactions logged in accounting ledgers, reconciliations, and status of individual water accounts, billing, posting, handling and receipting monies for water, sewer, garbage and all other departments associated with the City, set up water/sewer taps, line locates, and manage reporting in KorWeb. Performs a variety of office support and/or secretarial duties such as composing and word processing a variety of standard documents and correspondence, relaying and resolving routine telephone and/or walk-up inquiries, making training and travel arrangements, scheduling calendar items, meetings and events, processing forms, performing data entry, establishing and maintaining records, and procurement of items. Edits and proofreads documents to ensure accuracy. Assists with mail distribution, building opening and closing procedures, postage machine and reconciliation, and various office related equipment. Maintains positive relations with the public. Develops and delivers publications, calendars, special promotions, and general information or related activities and events in the Public Works Departments. Helps maintain current information on the City website for Departments in Public Works.

TASKS AND RESPONSIBILITIES:

Although the following are typical of the tasks and responsibilities routinely performed, additional duties and/or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned. The primary responsibilities shall be regulated by the Department Head and are not listed in any order of primary job function.

1. Serves as back-up to the water clerk/cashier in various tasks related to Utility billing to ensure accurate accounting records for receipts of City to cover as needed.
2. Performs a wide variety of office support/secretarial assignments which are sometimes confidential in nature; operates personal computer to enter data, draft, edit, revise and print letters, tables, reports and other public information.
3. Resolves routine administrative problems, and answers inquiries concerning activities and operations of Public Works departments; accepts, screens, and routes telephone calls.
4. Performs a range of staff and/or operational support activities; may serve as liaison with other departments on administrative and/or operation matters.
5. Assists with a variety of Public Works public information campaigns, meetings and event preparations.
6. Sorts, screens, and distributes outgoing mail; drafts or prepares responses to routine inquiries; prepares photocopies, scans, and facsimiles, and operates a variety of office equipment.
8. Takes citizens complaints and service requests and refers to appropriate department.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High school diploma or GED required. A degree in a related field preferred. At least two years of experience that is directly related to the duties and responsibilities specified.
2. Knowledge of financial management systems, taking payments, posting payments, making accurate change, preparing banking deposits, account inquiry, and account reconciliation process.

3. Knowledge of public relations, communication principles, media, direct mail, and marketing techniques, and website marketing/maintenance.
4. Strong interpersonal and communication skills and the ability to work effectively with a wide range of people in a diverse community.
5. Knowledge of publishing procedures and requirements, including desktop publishing or similar program.
6. Ability to plan, organize, and coordinate media activities and promotional events and general information.
7. Ability to learn local, state, and federal laws and procedures.
8. Ability to create, compose and edit written material.
9. Ability to handle and respond to a variety of situations requiring self-discipline, judgment, tactfulness, discretion, and courtesy.

WORK SCHEDULE:

The regular work week is 40 hours per week, Monday thru Friday, with one hour off for lunch. Additional time may be required after regular hours. Schedule to be established by supervisor.

DEADLINE TO SUBMIT REQUIRED APPLICATION: Monday, December 16, 2013 at 5:00 PM Local Time.

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