

## TOWN OF QUARTZSITE POSITION DESCRIPTION

**POSITION:** Temporary Seasonal Clerk  
**SUBCATEGORY:**  
**DEPARTMENT:** Admin  
**DIVISION:** Clerical  
**SCALE RANGE:** 1  
**REVISED:** November 1, 2016

### **GENERAL PURPOSE:**

Performs routine clerical, secretarial and administrative work in answering phones, receiving the public, providing customer assistance and data processing.

### **SUPERVISION RECEIVED:**

Works under the close supervision of the Finance Department.

### **SUPERVISIONS EXERCISED:**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance and data processing. Computer skills and the ability to maintain accurate records are necessary. Maintain courteous, helpful and professional image in dealing with public, either by phone or in the front office. Handling most of the incoming calls, taking messages efficiently and correctly.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary to satisfy job performance. Clerical training and secretarial experience is preferred.

#### **Necessary Knowledge, Skills and Abilities:**

1. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
2. Skill in operation of listed tools and equipment.
3. Ability to learn or operate fax machine, copier, computer and multi-line telephone system.

### **SPECIAL REQUIREMENTS:**

Arizona driver's license or the ability to obtain one.

**TOOLS AND EQUIPMENT USED:**

Telephones, personal computer including word processing and data base software; copy machine; fax machine; 10-key calculator, typewriter.

**PHYSICAL DEMANDS:**

The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**APPROVAL:** \_\_\_\_\_  
Applicant

**APPROVAL:** \_\_\_\_\_  
Supervisor

**APPROVAL:** \_\_\_\_\_  
Town Manager

**DATE:** \_\_\_\_\_