

HELP WANTED: The City of Ogallala is accepting applications, until the position is filled, for a permanent Full-Time Administrative Assistant I – City Clerk. Applications may be picked up at the City Administration Building at 411 East 2nd St., Ogallala, NE or by emailing coletta.clouse@ogallala-ne.gov EOE. Fair Housing City. Subject to Veterans Preference.

City of Ogallala, Nebraska
Position Description

Class Title:	Administrative Assistant I – City Clerk
Department:	Administration
FLSA Classification:	Non-Exempt
Age Requirement:	Minimum-19 Years / Maximum - none
Salary Range:	\$18.62 / hr - \$31.03 / hr
Date Effective:	

GENERAL PURPOSE:

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the City Clerks office & staff, and assisting in the administration of the standard operating policies and procedures of the City.

SUPERVISION RECEIVED:

Works under the close supervision of the City Clerk-Treasurer (Supervisor) and Deputy City Clerk.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs routine clerical and administrative work including, but not limited to, answering phones, cashiering, data processing, bookkeeping and scheduling appointments. Operates listed office machines as required.

Receives the public and provides assistance; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Assists in the procurement of department materials and supplies. Prepares and monitors work orders. Issues routine non-technical permits.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness. Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.

Assists in the preparation of records such as notices, agendas, minutes, and resolutions. Assist in maintaining filing systems, control records and indexes. Act as General Notary Public in accordance with Nebraska Statutes.

Assist in billing, receipting and posting of various payments to appropriate accounts.

PERIPHERAL DUTIES:

Operates a vehicle to run errands.

Assists other City Departments as required or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and
- (B) Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS:

- (D) Must be bondable;
- (E) Valid State Driver's License, or ability to obtain one prior to employment;
- (F) Notary public certification within six months.

TOOLS AND EQUIPMENT USED:

Typewriter; personal computer including word processing, spreadsheet and data base software; 10-key calculator; Phone; copy machine; fax machine; postage machine.

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 quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, 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.

Date Adopted: 06-28-2022

Revision History: