

**CITY OF COLVILLE
JOB DESCRIPTION
CITY TREASURER DEPARTMENT**

TITLE: CITY TREASURER OFFICE ASSISTANT/PART-TIME

FLSA STATUS: Non-Exempt

GENERAL DESCRIPTION:

This position is responsible for assisting the Deputy City Treasurer/Utility Billing Clerk with duties relating to the Utility Receipting and all secretarial and clerical duties for the City Treasurer. Work performed in the Utility Receipting and Utility Billing is of a confidential nature due to the Red Flags Rule. Works 30 hours a week with the possibility of more on occasion to cover illness, vacation, etc.

REPORTS TO: City Treasurer

SUPERVISES: None

ESSENTIAL FUNCTIONS:

Receives and processes daily monetary transactions. Prepares the daily bank reconciliation on the appropriate spreadsheet. Coordinates the daily balancing and bank deposits with the Deputy City Treasurer/Utility Billing Clerk. Responds to customer questions and concerns in person or over the phone. Orders supplies and maintains record retention. Prepares miscellaneous invoices for water, fire and leasehold charges, and monthly interfund transfers. Responsible for annual billing of the Business Registration accounts and preparing monthly late notices. Will post monthly revenues and expenditures to Treasurer's spreadsheets. Responsible for posting utility taxes to spreadsheet monthly. Keep City Treasurer informed of significant and important events, activities and reconciliations.

Represents the City as the primary contact person for the public. Answers, directs, and deals with multiple telephone lines.

This position is assigned to complete and/or assist in projects by the City Treasurer.

This position is responsible for maintaining and accounting for the fixed asset system and completing a physical inventory along with a designated position from other departments for the city. This individual also performs the secretarial duties of the department.

Assists and/or acts in the place of the Deputy City Treasurer/Utility Billing Clerk in all aspects of utility billing and bulk mailings.

All work activities shall be conducted in compliance with the Safety and Accident Prevention Plan.

The duties 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.

EDUCATION AND/OR EXPERIENCE:

Graduation from high school, vocational school or equivalent.

Minimum of two (2) years prior clerical experience, with emphasis on grammar, spelling and punctuation.

Experience with computer/word processing system, preferably Microsoft Word and Excel spreadsheets or any combination of education and experience which provides the employee with the knowledge, skills and abilities required to perform the job.

Type 50 net words per minute minimum.

Proficiency with all peripheral office equipment to include copier, printer and scanner.

Ability to meet work deadlines, work without direct supervision, and maintain efficiency and accurate production with constant interruptions.

Good oral and written communication skills are required.

Must be able to maintain control of emotions and deal with stress, and work effectively in an environment with frequent interruptions, multiple demands and a variety of tasks. Must be able to work in an environment where there is a frequent need to communicate with members of the public who may be upset and/or verbally abusive.

REQUIREMENTS, CERTIFICATIONS, AND LICENSES:

Valid Washington State Drivers License

WORKING CONDITIONS:

Most duties performed by this individual will take place indoors on City property. While performing the duties of the job the employee must be able to sit or stand for long periods of time. The employee must also be able to frequently stoop and/or crouch. A ladder is occasionally used to reach supplies.

Nature of the work is such that there is a minimum of undesirable conditions. Danger of injury, illness or physical harm associated with the job is minimal. Extended concentration and other situations cause mental or physical fatigue. The employee must frequently lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to use hands and fingers to handle or feel objects, tools, or controls, reach with hands and arms. The employee is occasionally required to climb, balance, twist, lift, stoop, kneel, or crouch. Frequently required to listen with comprehension and be able to respond orally to communicate assistance or service.

ADDITIONAL INFORMATION:

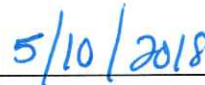
This position is represented by AFSCME WSCCCE Local Union No. 1135-C.

SALARY GRADE: AS5

REVIEWED BY:



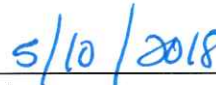
Mayor Louis F. Janke



Date



Holly Pannell, MMC, PFO
City Clerk/Human Resources Manager



Date