

## **Office Technician**

(Part-time, non-benefited)

### **General Responsibilities**

This position is responsible for a wide variety of clerical duties essential to the operation of the city, including support to city administrative officers.

### **Essential Functions: Office Technician**

The following duties are normal for this position but should not be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Greet customers at the counter and help them to the best of her/his ability.
2. Main person answering phones and directing calls.
3. Open, scan and distribute mail.
4. Order all office supplies for the city office and the police department.
5. Keep the office machines supplied with toner etc., and call for maintenance when necessary.
6. Schedule all meetings and events in the city's auditorium and community center and handle transactions with renters, including obtaining deposits, insurance and rental payments.
7. Other office duties as assigned by the City Manager.
8. Filing of various City-related documents.
9. Assist with sewer and other city services billings; receive and process payments for billings.
10. Issue various City permits in accordance with established ordinances and policies

## **QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

#### **Knowledge of:**

1. Principles, practices, and techniques related to general office functions including excellent customer service, filing, responding to public inquiries and referring the public to proper City staff.
2. Correct English usage, spelling, punctuation and grammar.
3. Record keeping principles and procedures.
4. Modern office methods, procedures, and equipment.

#### **Skills:**

Proficiency with standard office equipment and personal computer software programs as required. Proficiency with Microsoft Office required (Excel, Word).

#### **Ability to:**

1. Learn and apply operating policies, procedures and methods of City Hall

2. Operate telephone, computer and radio equipment
3. Prepare accurate written reports and correspondence
4. Understand and carry out both oral and written directions
5. Respond quickly and effectively in difficult situations
6. Work with limited supervision
7. Establish and maintain cooperative working relationships with other personnel
8. Communicate effectively with the general public
9. Meet the physical requirements necessary to safely and effectively perform assigned duties

### **Education and Experience Guidelines**

Qualifying for consideration in the selection process will be based on the description listed above under Knowledge, Skills, and Abilities, and a combination of the Education and Experience requirements described below.

#### **Education:**

High school diploma or equivalent required.

#### **Experience:**

Two years of clerical experience and working with the public or any equivalent combination of education and progressively responsible experience. Experience with a city or other governmental agency is highly desirable.

#### **Licenses/Certificates:**

Possession of a valid California Class C driver's license, proof of insurance and satisfactory driving record is required. Applicants are required to pass a background investigation prior to employment.