

# MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

Page 1 of 2

## POSITION DESCRIPTION

<b>Employee Name:</b>		<b>Position Title:</b>	Receptionist/Clerk
<b>Class Number:</b>	11111	<b>Class Title:</b>	Receptionist/Clerk
<b>Dept./Div.:</b>	Administration	<b>Employment Status:</b>	Part-time
<b>Reports to:</b>	Executive Assistant	<b>FLSA Status; Pay:</b>	Nonexempt
<b>Normal Hours:</b>	M-F, 8:00 a.m. – 5:00 p.m.	<b>EEO Status:</b>	06 – Administrative Support
<b>DOT (closest applicable number):</b>	237.367-038		

### **QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent; course work or other experience in secretarial procedures and skills, general office and business practices, and personal computers; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

None

### **EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g., Microsoft Office, Adobe, CMI, etc.), printer, postage meter, copy machine, fax machine, digital recorder, scanner, switchboard, and other standard business office equipment.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; occasionally lifts objects 25 lbs or less; occasionally carries objects 25 lbs or less; occasionally pushes objects 25 lbs or less; occasionally pulls objects 25 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

## **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

### **ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 60% (1) Receives telephone calls and directs to proper personnel; greets walk-ins; provides general information and answers questions for the general public; demonstrates regular and predictable attendance.
- 30% (2) Performs general secretarial and clerical duties for multiple departments; performs routine data entry as required; prepares other documentation as necessary; reviews documents for accuracy and completeness; counts, sorts, collates, and arranges documents for copying or distributing; types general correspondence, reports, records, and related departmental documents; receives, sorts and distributes mail; distributes documents to proper personnel; files municipal documents in accordance with established procedures; maintains inventory and orders office supplies; meters outgoing mail; operates copy machine to reproduce documents; operates and maintains office equipment; ensures proper maintenance and repair of office equipment.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

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10% (3) Maintains contact with staff, the general public, and various government agencies and officials in order to obtain and disseminate information related to the essential position functions; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; performs other related duties and tasks as assigned.

### OTHER DUTIES AND RESPONSIBILITIES:

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** inventory control; purchasing; \*municipal goals and objectives; \*municipal policies and procedures; \*personnel rules; \*workplace safety practices and procedures; public relations; office practices and procedures; English grammar and spelling; records management.

**Skill in:** typing; data entry; word processing; computer operation; switchboard or telephone console operation; adding machine or calculator operation; use of modern office equipment.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; copy material accurately and recognize grammatical and spelling errors; complete routine forms; prepare routine correspondence; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; operate office equipment.

**POSITIONS DIRECTLY SUPERVISED:** None.

\_\_\_\_\_  
(Signature of Municipality Representative)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

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